

The vision of the
South Orange County Community College District
is to be a leader in exemplary teaching and learning,
student success and community partnerships.

AGENDA

Meeting of the Board of Trustees



Monday, September 23, 2013

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 5:30 p.m.

Ronald Reagan Board of Trustees, Room 145
Health Sciences/District Offices Building
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692

Any writings relating to open session agenda items and distributed to all or a majority of all Board members within 72 hours prior to a regular meeting, or within 24 hours prior to a special meeting, shall be made available for inspection by the public at: Office of the Chancellor and Trustee Services, Room 334, Health Sciences/District Offices Building, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, California.

Such writings may also be posted on the District's website: <http://www.socccd.edu>

The meeting is video recorded for public viewing.

Board of Trustees

Nancy M. Padberg – President, T.J. Prendergast, III - Vice President, Marcia Milchiker – Clerk
William O. Jay, David B. Lang, Timothy Jemal, James R. Wright, David Robinson – Student Trustee
Gary L. Poertner - Chancellor



Meeting of the Board of Trustees

September 23, 2013

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

*Members of the public may address the Board on items listed to be discussed in **closed session**. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (4)
 - 1. Public Employee Discipline/Dismissal/Release (4)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: David Bugay, Ph.D.

RECONVENE OPEN SESSION: 5:30 P.M.

It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public and again recess to a closed session after completion of the public agenda. After the completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Nancy Padberg

2.3 Pledge of Allegiance

Led by Trustee Marcia Milchiker

2.4 Resolutions/Commendations

A. Resolutions

None

B. Commendations

Recognition of Dr. Gatewood, Dr. Kate Alder and Rachel Manders from IVC and Cyndi Staggs from District Accounting Office for the "Most Innovative Workforce Application" award received at a 2013 Geographic Solutions Workforce Technology Conference.

2.5 Public Comments

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. **Speakers are limited to up to two minutes each.***

3.0 REPORTS

3.1 Oral Reports: *Speakers are limited to up to two minutes each.*

A. Board Reports

B. Chancellor's Report

C. College Presidents' Reports (*Written Reports included in Section 8.0*)

D. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

4.1 SOCCCD: State Legislative Advocacy Update

Representatives from McCallum Group will provide an overview of their state legislative advocacy work on behalf of the district.

4.2 SOCCCD: District-wide Strategic Plan 2011-2014 - Annual Progress Report 2012-2013

District Director of Research, Planning and Data Management will present to the Board a summary of the District-wide Strategic Plan Annual Progress Report.

4.3 **Saddleback College and Irvine Valley College: Accreditation Midterm Reports**

Review of the final drafts of the accreditation midterm reports prepared by Saddleback College and Irvine Valley College for the ACCJC.

5.0 **CONSENT CALENDAR ITEMS**

All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action on a specific item, and states the compelling reason for separate action. .

5.1 **SOCCCD: Board of Trustees Meeting Minutes**

Approve minutes of a Regular Meeting held on August 23, 2013.

5.2 **Saddleback College: Technology & Applied Sciences Building Swing Space Architectural Services – Amendment No. 1 for Increased Services**

Approve agreement amendment with R2A Architecture increasing the amount by \$46,000. The total revised contract amount is \$531,000.

5.3 **Saddleback College and Irvine Valley College: Speakers**

Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

5.4 **Irvine Valley College: Community Education, Fall 2013 – Additional Course Offerings**

Approve the additional course offerings for the Fall 2013 Community Education courses, presenters, and compensation to better serve the community and student population.

5.5 **Irvine Valley College: Employment Training Panel Agreement**

Approve the agreement with ETP in the amount of \$139,150.

5.6 **Irvine Valley College: Grant Acceptance, Deputy Sector Navigator Energy Efficiency & Utilities**

Approve the award from California Community Colleges Chancellor's Office in the amount of \$300,000.

5.7 **Irvine Valley College: Sub-Award Grant Acceptance from the University of Central Florida**

Approve the sub-award from University of Central Florida in the amount of \$20,000.

- 5.8 **Irvine Valley College: Life Sciences Building Architectural Services: Amendment No.6 for Increased Services**
Approve agreement amendment with Dougherty and Dougherty Architects, LLC increasing the agreement amount by \$47,003. The total revised agreement amount is \$1,364,611.
- 5.9 **Irvine Valley College: Life Sciences Building: Computer Equipment and Related Devices**
Approve contracts for computer related purchases at a cost not to exceed \$400,000.
- 5.10 **ATEP: Site Foundation and Infrastructure Demolition, Change Order No. 1**
Approve change order with U.S. Demolition, Inc. increasing the contract amount by \$115,364. The total revised contract amount is \$1,465,370.
- 5.11 **SOCCCD: Annual Renewal of Microsoft Campus Agreements for District-wide Microsoft Software Use**
Approve agreements with Computerland of Silicon Valley at a cost not to exceed \$135,000.
- 5.12 **SOCCCD: Resolution No. 13-31 to Close County Treasury Fund 72 for the Retiree (OPEB) Trust**
Adopt resolution to close the Retiree (OPEB) Trust Fund 72 at the County Treasury.
- 5.13 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations for the period ending August 31, 2013.
- 5.14 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.15 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-01131 through P14-01518 amounting to \$8,219,669.05. Approve confirming requisitions dated August 7, 2013 through September 3, 2013 totaling \$2,411,657.54.
- 5.16 **SOCCCD: Payment of Bills**
Approve check no. 172210 through 172867 processed through the Orange County Department of Education, totaling \$9,575,193.24; and check no. 010754 through 010791, processed through Saddleback College Community Education, totaling \$100,486.02; and check no. 009160 through 009165, processed through Irvine Valley College Community Education, totaling \$19,416.45.

- 5.17 **SOCCCD: August/September 2013 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College: Cogeneration & Central Plant Operation, Maintenance Equipment Refresh & Environmental Compliance Services, Bid No. 2009**
Approve the agreement with Veolia Energy Solution, LLC in the amount of \$2,788,000.
- 6.2 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution authorizing payment to Trustee Jay for being absent from the August board meeting.
- 6.3 **SOCCCD: Board Policy Revision: BP-3410: Nondiscrimination, BP-4012: Academic Administrators and Classified Managers Personnel Files**
Accept for review and study.
- 6.4 **SOCCCD: Board Policy Revision: BP-3104: Fiscally Accountable**
Approve/discussion.
- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Academic Administrator Title/Position Change, Workload Banking, Workload Banking Rescinded, Resignation/Retirement/Conclusion of Employment.
- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Classified Positions and/or Position Numbers, Authorization to Establish and Announce Classified Positions, Authorization to Eliminate and Create Classified Positions, Reorganization, Temporary Increase in Hours, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

7.0 REPORTS

- 7.1 **SOCCCD: 2014 Teacher of the Year Recognition Ceremony**
Information on OC Teachers of the Year Program. The nominee being honored from SOCCCD is Scott Fier, Chemistry Instructor from Saddleback College.

- 7.2 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for period ending August 31, 2013.
- 7.6 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through July 31, 2013 and August 31, 2013.

8.0 **REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

*Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **Speakers are limited to two minutes each.***

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. Vice Chancellor, Technology and Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Associated Student Government of SC
- L. Associated Student Government of IVC
- M. Police Officers Association

9.0 **ADDITIONAL ITEMS**

ADJOURNMENT (or continuation of closed session if required): **9:00 P.M.**

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: State Legislative Advocacy Update
ACTION: Discussion

BACKGROUND

Each two-year session, the California legislature introduces approximately 5,000 bills. There are also hundreds of regulatory changes in various state agencies over that same period of time. McCallum Group has represented South Orange County Community College District since 2009 with support in legislative advocacy, policy development and government relations.

STATUS

Mark McDonald from McCallum Group will provide a brief overview of the current legislative session and discuss upcoming initiatives and ongoing advocacy work on behalf of the district.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD District-wide Strategic Plan 2011-2014 - Annual Progress Report

ACTION: Discussion

BACKGROUND

In a letter dated January 31, 2011, the Accrediting Commission for Community and Junior Colleges (ACCJC) recommended that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district (I.B.4).

In September of 2011 the Board of Trustees approved the first SOCCCD District-wide Strategic Plan 2011-2014.

STATUS

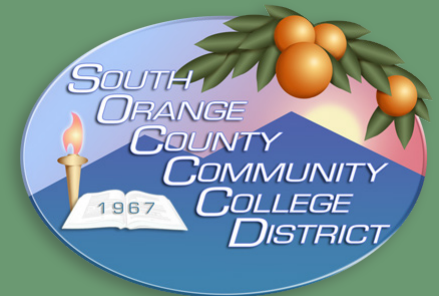
This past academic year was the second year of implementation for the SOCCCD District-wide Strategic Plan 2011-2014. Goal 4, Objective 4.3 states, SOCCCD will prepare and distribute an annual report that outlines the progress on District-wide Goals. The annual report summarizes the status of 6 Goals, 14 Objectives and 76 Action Steps. Additionally, the full detailed report on the status of each action step is provided in the report.

The District-wide Strategic Plan 2011-2014 - Annual Progress Report 2012-2013 (Exhibit A) is provided to the Board for discussion.



District-wide Strategic Plan 2011-2014
ANNUAL PROGRESS REPORT
2012-2013

SOCCCD



SEPTEMBER 2013



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SOCCCD District-wide Strategic Plan 2011-2014 Annual Progress Report 2012-2013

Introduction

In the second year of the South Orange County Community College District's District-wide Strategic Plan 2011-2014, continued progress was made towards accomplishing the goals, objectives and action steps outlined in the plan. The SOCCCD District-wide Strategic Plan 2011-2014 includes six goals, 14 objectives and 76 action steps. To date, 42% (6) of the 14 objectives and 70% (54) of the action steps have been completed.

On June 26, 2013, 30 members of the District-wide Planning Council gathered at the Mission Viejo Country Club for an all-day planning retreat. The District-wide Planning Council includes representation from all shared governance groups across the colleges and District Services. The day started with an overview of the second year of the SOCCCD District-wide Strategic Plan 2011-14 and the goals for the day, including: 1) review, evaluate, and document the 2012-13 progress of the strategic plan; 2) review the current goals and objectives for the development of the new plan; and 3) begin discussion about the next cycle of integrated planning district-wide. In the

morning session the group was split into six tables, each focusing on one of the six goals and accompanying objectives and action steps. Each table had a facilitator to guide the discussion and a note-taker to record the assessment of progress to date. The morning session was filled with constructive discussion on the evaluation of the strategic plan and any adjustments needed for the last year of work on the plan. Important next steps were reviewed for the upcoming 2014-2020 strategic plan. The discussions of each table were documented and shared with the entire group.

Summary by Goal: Accomplishments 2012-2013 and Areas of Focus 2013-2014

This annual report summarizes the progress on the goals, objectives and action steps outlined in the strategic plan. The full version of the SOCCCD District-wide Strategic Plan 2011-2014 Annual Progress Report using TracDat is included after the summary. TracDat is a web-based program which enables all members of the District-wide Planning Council to view the strategic plan and add progress and evaluation input to objectives and action steps in the plan.

District-wide Planning Council 2012-2013

Name	Area	Title and/or Representative
Juan Avalos	Saddleback College	Vice President of Student Services
Robert Bramucci	District Services	Vice Chancellor of Technology & Learning Services
David Bugay	District Services	Vice Chancellor of HR & Employer-Employee Relations
Tod Burnett	Saddleback College	College President
Donald Busche	Saddleback College	Vice President of Instruction
Claire Cesareo-Silva	Saddleback College	Faculty Representative
Dennis Gordon	Irvine Valley College	Classified Staff Representative
Bob Cosgrove	Saddleback College	Academic Senate President
Lisa Davis Allen	Irvine Valley College	Faculty Representative
Brandye D'Lena	District Services	Director, Facilities Planning, Purchasing and Materials Management
Caroline Durdella	Saddleback College	Director of Research, Planning & Accreditation
Debra Fitzsimons	District Services	Vice Chancellor, Business Services
Patricia Flanigan Chapin	Saddleback College	Dean
Tere Fluegeman	District Services	District Director, Public Affairs & Government Relations
Linda Fontanilla	Irvine Valley College	Vice President of Student Services
Craig Hayward	Irvine Valley College	Director of Research, Planning & Accreditation
Carol Hilton	Saddleback College	Vice President, College Administrative Services
Denice Inciong	District Services	District Director of Research, Planning and Data Management and Co-Chair of DWPC
Craig Justice	Irvine Valley College	Vice President of Instruction
Davit Khachatryan	Irvine Valley College	Director of Fiscal Services
Teddi Lorch	District Services	Executive Director of HR & Employer-Employee Relations
Kim McCord	District Services	Executive Director of Fiscal Services/Comptroller
Donald Mineo	Saddleback College	Classified Staff Representative
Randy Peebles	District Services	Associate Vice Chancellor of Economic Development
Gary Poertner	District Services	Chancellor and Co-Chair of DWPC
Glenn Roquemore	Irvine Valley College	College President
Kathy Schmeidler	Irvine Valley College	Academic Senate President
Kathleen Werle	Saddleback College	Vice President for Instruction
Jacqueline Zimbalist	District Services	Classified Staff Representative

District-wide Goal 1 - Summary

SOCCCD will create a district-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution.		
Summary of objectives and action steps in Goal 1	<p>There are three major objectives and 17 actions steps for the following items:</p> <ul style="list-style-type: none"> • Identify barriers to collaboration and cooperation • Board policy on mutual respect • Development of a climate survey • Chancellor's communication with employees • Relocation plan for District Services 	<p>Of the 3 objectives</p> <ul style="list-style-type: none"> • 1 is completed • 2 are in progress <p>Of the 17 action steps</p> <ul style="list-style-type: none"> • 9 are completed • 8 are in progress
Goal 1 Accomplishments in 2012-2013	<p>The chancellor and the college presidents created work groups to work on the top five barriers to collaboration and cooperation. These task forces met in the spring of 2013 to discuss recommendations for each barrier. At the September 6, 2013 District-wide Planning Council meeting, the presidents presented the recommendations from each work group.</p> <p>A board policy on mutual respect was reviewed at the Board Policy and Administrative Regulation Advisory Committee.</p> <p>The first district-wide climate survey was completed in the fall of 2012.</p> <p>The chancellor's office has continued concerted efforts to communicate to all employees with the "Perspective" newsletter, monthly Board Meeting Highlights, district updates and district-wide forums at each college two times per year.</p>	
Goal 1 Areas of focus in 2013-2014	<p>The chancellor and the college presidents will be implementing their plan to address the five barriers to collaboration and cooperation as well as an evaluation plan to assess how each activity addresses the barriers.</p> <p>The board policy on mutual respect will be reviewed and considered for adoption.</p> <p>The district-wide climate survey results will continue to be analyzed and evaluated over the next year.</p> <p>The objective to consider a relocation of District Services will need to be addressed by the Capital Improvement Committee.</p>	

District-wide Goal 2 - Summary

SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.		
Summary of objectives and action steps in Goal 2	<p>There is one major objective and five action steps for the following items:</p> <ul style="list-style-type: none"> • Increase completion rates for degrees, certificates and transfer-ready by 5% annually • Professional development on student success factors • Develop a venue for sharing student preparedness and success • Identify and support best practices and innovations 	<p>Of the 1 objective</p> <ul style="list-style-type: none"> • 1 is in progress <p>Of the 5 action steps</p> <ul style="list-style-type: none"> • 1 is completed • 4 are in progress
Goal 2 Accomplishments in 2012-2013	<p>At the forefront of the district are the student success initiatives, completion agenda and other national and state efforts.</p> <p>In the 2012-13 year the chancellor developed a venue for sharing the colleges' work on the state's Student Success Initiatives. Seven board presentations were prepared and presented jointly by faculty and staff at Irvine Valley College and Saddleback College to inform the board and the public.</p>	
Goal 2 Areas of focus in 2013-2014	<p>After review of this year's work on goal 2, the District-wide Planning Committee concluded that these objectives are more specific to the colleges and should be included in the colleges' strategic plans. This year the colleges will be developing their 2014-2020 strategic plans which will include this focus.</p>	

District-wide Goal 3 - Summary

SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.		
Summary of objectives and action steps in Goal 3	<p>There is one major objective and six action steps for the following items:</p> <ul style="list-style-type: none"> • SOCCCD Technology Plan 2011-2015 • Determine components and responsibilities for the technology plan • Feedback and development of the plan 	<p>Of the 1 objective</p> <ul style="list-style-type: none"> • 1 is in progress <p>Of the 6 action steps</p> <ul style="list-style-type: none"> • 5 are completed • 1 is in progress
Goal 3 Accomplishments in 2012-2013	The District-wide Technology Plan underwent further development with the addition of the District-wide IT Operations Plan.	
Goal 3 Areas of focus in 2013-2014	Complete the District-wide Technology and IT Operations Plan with review and feedback from the district-wide community. Continue to fine-tune the integration of the technology plan with resource allocation.	

District-wide Goal 4 - Summary

SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated district-wide planning.		
Summary of objectives and action steps in Goal 4	<p>There are three major objectives and 20 action steps for the following items:</p> <ul style="list-style-type: none"> • Model for district-wide long and short term planning (part of the District-wide Planning and Decision Making Manual) • District Services Administrative Unit Reviews • Resource allocation processes that ensure expenditures are linked to planning priorities • Annual report on progress of the district-wide goals 	<p>Of the 3 objectives</p> <ul style="list-style-type: none"> • 3 are in progress <p>Of the 20 action steps</p> <ul style="list-style-type: none"> • 20 are completed
Goal 4 Accomplishments in 2012-2013	<p>The majority of objectives and action steps for this goal were completed in the first year of the strategic plan.</p> <p>This past year has been focused on gathering assessment of the planning model, resource allocation, and District Services Administrative Unit Reviews through the district-wide climate survey.</p> <p>In the preparation for the next strategic planning cycle, the District-wide Planning Council reviewed and approved a six-year planning cycle that will be integrated with the college plans, accreditation cycles and the Educational and Facilities Master Plan.</p>	
Goal 4 Areas of focus in 2013-2014	<p>Continue to evaluate the district's integrated planning and incorporate recommendations into the process.</p>	

District-wide Goal 5 - Summary

SOCCCD will develop, document and implement data-driven district-wide decision making processes that are collaborative, transparent, efficient and effective.		
Summary of objectives and action steps in Goal 5	<p>There are two major objectives and 10 action steps for the following items:</p> <ul style="list-style-type: none">• Assess the District-wide Planning and Decision Making Manual• Develop a district-wide climate survey to assess perceptions of the district-wide climate, decision making and resource allocation process.	<p>Of the 2 objectives</p> <ul style="list-style-type: none">• 2 are in progress <p>Of the 10 action steps</p> <ul style="list-style-type: none">• 7 are completed• 3 are in progress
Goal 5 Accomplishments in 2012-2013	<p>The first district-wide climate survey was completed in the fall of 2012. The results were distributed district-wide and reviewed with the District-wide Planning Council at the annual retreat in May 2013.</p>	
Goal 5 Areas of focus in 2013-2014	<p>The results will be further analyzed and reviewed to understand how to improve our integrated planning district-wide. Feedback will be gathered to make revisions to the District-wide Planning and Decision Making Manual.</p>	

District-wide Goal 6 - Summary

SOCCCD will assess the educational needs of the communities within the district boundaries and will pursue joint venture partnerships with educational institutions and business/industry.		
Summary of objectives and action steps in Goal 6	<p>There are four major objectives and 18 actions steps for the following items:</p> <ul style="list-style-type: none"> • ATEP – Define responsibilities for use and maintenance • Develop a 3-5 year site development plan • Develop an external scan to be used for planning • Define college service areas within the district service areas 	<p>Of the 4 objectives</p> <ul style="list-style-type: none"> • 3 are in completed • 1 is in progress <p>Of the 18 action steps</p> <ul style="list-style-type: none"> • 14 are completed • 4 are in progress
Goal 6 Accomplishments in 2012-2013	<p>The first district-wide SOCCCD External Scan: Demographic Analysis, Enrollment Trends & Labor Market Analysis was completed in spring 2013. A district-wide presentation was conducted on May 29, 2013 and recorded for future viewing.</p>	
Goal 6 Areas of focus in 2013-2014	<p>The external scan will be used in the following:</p> <ul style="list-style-type: none"> • Discussed and used in decision making meetings • Guide the development of the next District-wide 2014-2020 Strategic Plan <p>Further ATEP development:</p> <ul style="list-style-type: none"> • Draft a new board policy on the college service areas • Establish a Memorandum of Understanding for coordination of college curriculum at ATEP 	

Full Annual Progress Report 2012-2013 (TracDat)

GOAL 1

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Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>moving slowly. It took a year to get the meeting scheduled. The work is done and reports are in but the last step of the plan is not complete. Conclusion of committee work is completed. Chancellor and College Presidents met the day after this retreat to go over the reports and develop the plan.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 1.1. 3. Draft a Board Policy on mutual respect and forward for BPARC review.</p> <p>Target Date: March 2012</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat 2013) A draft of the board policy on mutual respect was prepared and is complete. BPARC discussed the policy months ago. Policy will go back to BPARC for final review and discussion and will then be submitted for board approval. The board policy on mutual respect was created to establish a sense of respect towards one another not to be used against each other. Chancellor Poertner would like to see the policy adopted. He stated that the district should proceed with what the district-wide strategic plan has delineated.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		Action Step: 1.1. 4. Identify a timeline for the implementation of the plan to address the top 5 barriers to collaboration and cooperation (see Action Step 1.1.2.) Target Date: December 2011 Estimated Budget: 0	06/26/2013 - (DWPC Retreat 2013) Workshop to identify the 5 barriers has taken place and the action step is completed. The plan to address the top 5 barriers is in progress and will soon be drafted by the Chancellor and College Presidents. The plan will take time to implement once it is drafted. Update Type: In Progress Reporting Year: 2012-2013	
		Action Step: 1.1. 5. Assign responsibility for implementing the plan to address the top 5 barriers to collaboration Target Date: December 2011 Estimated Budget: 0	09/03/2013 - The plan to address the top 5 barriers to collaboration and cooperation across the District is moving slowly. Five task forces met over the 12-13 year to make recommendations to address the barriers. Conclusion of committee work is completed. Chancellor and College Presidents met the day after this retreat to go over the reports and develop the plan. Once the plan is presented to the DWPC, responsibility will be assigned. Update Type: In Progress Reporting Year: 2013-2014	
		Action Step: 1.1. 6. Draft an evaluation plan to assess each activity that addresses the barriers to collaboration. Target Date:	06/26/2013 - (DWPC Retreat 2013) Evaluation plan to assess each activity that addresses the barriers to collaboration is in progress. Update Type:	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>March 2012</p> <p>Estimated Budget: 0</p>	<p>In Progress</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 1.1. 7. Review draft Board Policy on mutual respect and submit its recommendation to Chancellor for approval by Board of Trustees.</p> <p>Target Date: March 2012</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat 2013) Draft of the Board Policy on mutual respect has been reviewed. During discussion, Debra Fitzsimons stated that the board policy draft was tabled for a while and it is now in the hands of BPARC for final approval and submittal to the chancellor and board.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 1.1. 8. Develop a District-wide climate survey that assesses perceptions of the District and College climates including the effectiveness of services, collaboration, and planning (see Direction 5).</p> <p>Target Date: May 2012</p> <p>Estimated Budget: 0</p>	<p>09/28/2012 - In the fall of 2012, based on the piloted climate questions at the colleges and district services, the first SOCCCD District-wide Climate Survey 2012 was created.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p> <p>Related Documents: DW Climate Survey 2012 Form.PDF</p>	<p>06/26/2013 - (DWPC Retreat 2013) The District-wide climate survey is complete, however there was not enough district-wide participation. During discussion, Kathy Schmeidler commented that we need to encourage faculty and staff to participate by using a "phone tree." Additionally, she recommended that administration should be responsible for encouraging participation. Classified and Academic Senates should also play a role in encouraging participation. Chancellor suggests that the colleges encourage more participation at the college level.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 1.1. 9. Establish a timeline for the distribution of a bi-annual District-wide climate survey.</p> <p>Target Date: May 2012</p> <p>Estimated Budget: 0</p>	<p>12/27/2012 - The first SOCCCD District-wide climate survey was conducted in the fall of 2012. The climate survey will be conducted every 2 years. The next climate survey will be conducted in the fall of 2014.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 1.1.10. Analyze the results of the District-wide climate survey to identify climate-related projects to be addressed in the coming year.</p> <p>Target Date: Annual dates contingent on previous step</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat 2013) The district-wide climate survey was conducted in the fall of 2012 and results were compiled in the spring of 2013. This preliminary step has been completed. The colleges and district services have not conducted an evaluation of the results. This step is still in progress. Discussion around the table centered on analyzing the questions and how data is gathered. Kathy Schmeidler asked if it was possible to separate cohorts. She added that in order to understand the answers better, we need to analyze the questions and figure out what the analysis means.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	
			06/03/2013 - The SOCCCD District-	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>wide Climate Survey 2012 was conducted in the fall of 2012 and the results were compiled in the spring of 2013. The preliminary results were reviewed at the DWPC February 1, 2013 meeting. The full report will be sent out in the summer of 2013 to be analyzed.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	
	District-wide Strategic Plan - Objective 1.2. - SOCCCD Chancellor will periodically communicate directly to employees district-wide.	<p>Action Step: 1.2.1. Develop a process for and schedule of connecting with employees district-wide, such as monthly newsletters and/or town hall meetings</p> <p>Target Date: September 2011 September 2012 September 2013</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat 2013) Completed for this year but in progress for next year. The process for and schedule of connecting with employee's district-wide, such as monthly newsletters and/or town hall meetings is an ongoing action step.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 1.2.2. Schedule the newsletters and/or on-campus meetings</p> <p>Target Date: September 2011 September 2012 September 2013</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat 2013) Completed for the 12-13 year, there were newsletters sent during the year and campus meetings held.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 1.2.3. Send the newsletters and/or conduct the meetings on each campus</p> <p>Target Date: October 2011 March 2012 March 2013</p>	<p>06/26/2013 - (DWPC Retreat 2013) Completed for the 12-13 year, there were newsletters sent during the year and campus meetings held.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p> <hr/> <p>05/17/2012 - "Perspective," the chancellor's newsletter, was sent districtwide on the following dates and subjects: 12/15 Holiday greetings and 2011 Highlights 1/13 State budget and student success 1/26 Update on ATEP 3/14 Student Success Initiative 5/7 Results of Board Evaluation and 2012-2013 Goals 5/7 District Services Administrative Unit Reviews</p> <p>Additionally, many news items and announcements have been sent from public affairs, business services and HR on a variety of subjects.</p> <p>College-wide forums were held at both colleges on November 2, 2011. The chancellor and board president provided an overview for the college community on progress toward the board's goals, the district strategic plan, and accreditation milestones. The forum was then opened up for questions directed to the chancellor</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>and board members. The forums were well attended by all constituencies and there was positive, interactive dialog. The chancellor and presidents will determine when the next collegewide forum should be held.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p> <p>Related Documents: Chancellor's Updates on SharePoint</p>	
		<p>Action Step: 1.2.4. Assess and request feedback on the newsletters and/or town hall meetings as part of the annual District-wide climate survey (See Action Step 1.1.8.)</p> <p>Target Date: Contingent on dates chosen for the distribution of this District-wide climate survey</p> <p>Estimated Budget: 0</p>	<p>01/04/2013 - Feedback is regularly being requested by the District Services Public Affairs Office and this was evaluated in the District Services Satisfaction Survey 2012 and not the climate survey. The District Services Public Affairs Office incorporated this information and analysis in the development of their Administrative Unit Reviews.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	
	District-wide Strategic Plan - Objective 1.3. - SOCCCD will relocate District Services to provide equitable accessibility for both campuses and facilitate more effective district service-college collaboration.		06/26/2013 - (DWPC Retreat 2013) Chancellor commented that in our decision making process CIC and BARC make funding recommendations. In the 2011-2031 Educational & Facilities Master Plan - Chapter 3 - District Overview - the	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>location of the District Services Offices is addressed. The relocation is identified during the 2016-2021 planning timeline with the renovation of the health science building and conversion of office to instructional space, no new location was identified in the plan.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	

Full Annual Progress Report 2012-2013 (TracDat)

GOAL 2

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: South Orange County Community College District Vision
To be an educational leader in a changing world

South Orange County Community College District Mission
To provide a dynamic learning environment and diverse opportunities fostering student success and contributing to the community

South Orange County Community College District Core Values/Guiding Principles
We invest in our students' success, employees, facilities, and community, with wise use of our resources.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
Strategic Plan Goal 2 - SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the District.	District-wide Strategic Plan - Objective 2.1. - SOCCCD will increase the rates of completion for degrees, certificates and transfer-readiness by 5% annually.	Action Step: 2.1.1. Plan professional development training on factors in student success. Type of Data: Institutionalization of Action Step Target Date: December 2011 and ongoing	06/29/2012 - 1. IVC funding for faculty professional development was increased from \$20,000 to \$60,000 for 2011-2102. 2. Faculty were encouraged to attend regional BSI workshops, which resulted in interest and participation to develop and offer accelerated BSI English curriculum (3CSN Community of Practice in Accelerated Curriculum and Practice). 3. The planned fall 2012 flex week includes one full day of student success presentation topics. 4. English faculty were funded to work on student learning outcome development and assessment for all English courses. 5. Updates on the work of the Statewide Student Success Task Force were reported on in Academic Senate Rep Council meetings. Update Type: In Progress Reporting Year:	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			2011-2012	
		<p>Action Step: 2.1.2. Identify innovations and best practices that have proven to be successful based on quantifiable improvement in student success.</p> <p>Target Date: December 2011 and ongoing</p> <p>Estimated Budget: 0</p>	<p>06/29/2012 - 1. Both colleges have been meeting jointly to identify registration priorities to reflect the SSTF recommendations and improve student success. IVC and SC have each discussed and implemented student success activities at their campus.</p> <p>2. A joint presentation was made at the District Administrators and Managers meeting on June 22 to share updated information from the Student Success Task Force and what initiatives are underway at each campus. An updated presentation is planned for the July 30 Board of Trustees meeting.</p> <p>3. Administrators and faculty from both campuses met to review SSTF recommendations that require coordinated efforts from both colleges, such as student enrollment priorities.</p> <p>At IVC:</p> <p>1. Funding for tutoring was augmented with Basic Skills funding.</p> <p>2. Funding was provided for faculty coordination of the English Diagnostic Assessment offered each semester.</p> <p>3. Math faculty provided sample assessment questions and strategies for assessment preparation on the IVC website to help students test into appropriate math levels.</p> <p>4. English faculty applied and were accepted into the regional BSI</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>Community of Practice in Accelerated Curriculum and Pedegogy, to begin in fall 2012.</p> <p>5. English faculty provided workshops with UCI for high school English teachers to share entry and exit competencies for Writing 1, and to help align curriculum across the educational segments.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: Student Success Presentation Final June 2012.pptx</p> <hr/> <p>02/10/2012 - Summer Bridge is a program addressing college readiness for incoming students. It focuses on under-prepared, under-served students. The program has run for three years and is ready to be institutionalized.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p> <hr/>	
		<p>Action Step: 2.1.3. Develop a venue for sharing and highlighting student preparedness and success across the district.</p> <p>Target Date: September 2013</p> <p>Estimated Budget:</p>	<p>06/28/2013 - In the 2012-2013 year the chancellor had 7 board presentations on the CCCCCO Student Success Initiatives - SB 1456. This was important for the board and community to understand the priorities of the state and how the colleges are responding. Each presentation on the student success</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		0	<p>recommendations were coordinated and prepared jointly by Irvine Valley College and Saddleback College. The presentations can be found on the district's website: http://www.socccd.edu/about/about_board_minutes_video.html.</p> <p>Update Type: In Progress Reporting Year: 2012-2013</p>	
			<p>06/29/2012 - 1. Both colleges individually will hold student success sessions during flex week in fall 2012.</p> <p>2. SC and IVC are working together to hold a Student Success Summit during Spring flex week, 2013. A half day workshop is planned to kick off this summit in early fall 2012 with external speakers who will provide the context for this work.</p> <p>3. The Chancellor requested that the colleges provide several Student Success presentations to the Board of Trustees including the ARCC data presentation in November, 2011 and a Student Success Report in July, 2012.</p> <p>4. At the district planning retreat to review progress on the district strategic plan, a recommendation was made to create a district-wide student success task force or committee, that would coordinate joint activities of the district. The Chancellor has requested updates from the campuses on high impact student success activities at the 2012 Chancellor's Opening</p>	<p>07/19/2012 - Significant progress was made during 2011-2012 but much remains to be done.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>Session. At IVC: 1. All funded BSI project coordinators reported project outcomes to the Institutional Effectiveness Committee in spring 2012. 2. ARCC Report data was reviewed by the Institutional Effectiveness Committee in spring 2012.</p> <p>Update Type: In Progress Reporting Year: 2011-2012 Related Documents: ARCC IVC March 2012.PDF</p> <hr/> <p>05/24/2012 - Student Success presentations have been made to the District Administrators and Managers (DAM) group and the Board of Trustees. Regular updates will be provided to these groups. Update Type: Completed Reporting Year: 2011-2012</p> <hr/> <p>01/30/2012 - There are several venues for featuring successful efforts to increase student preparedness and success across the District. Projects/interventions need to be recognized at the Chancellor's opening convocation, the President's opening session, and spotlighted as a collegewide achievement through electronic communication.</p> <p>Update Type:</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			Completed Reporting Year: 2012-2013	
		Action Step: 2.1.4. Select top 5 innovations/best practices, prepare a cost-benefit analysis and prioritize the identified innovations/best practices. Target Date: December 2012 Estimated Budget: 0	05/24/2012 - A list of top 5 innovations/and best practices was created and delivered to the Chancellor; the next steps are to prepare a cost/benefit analysis and prioritize the list. Update Type: In Progress Reporting Year: 2011-2012	
			02/10/2012 - 1. English Departmental Diagnostic: This has received Statewide attention. UCI has partnered with the English Department, in creating a seamless process for our students to move from IVC to the university. 2. Summer Bridge: This national program has been ongoing at IVC for three or more years. Students in this program have high persistence and high retention rates. 3. Project Start: This program has completed its first year. Focusing on Veterans, it includes a special orientation for the students, ongoing mentoring and advisement, and a COUN 10 course. Veterans in the program are very successful and highly complimentary about the program. 4. Student Success Learning Community: Focused on underprepared students, this learning community creates a	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>support group for students. The persistence and retention rate for students in this program is very high. This program has been ongoing for four years. At core are three courses: counseling, reading and math.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2011-2012</p>	
			<p>06/26/2013 - (DWPC Retreat 2013) As was discussed at last year's retreat, the objective is specific to the colleges and many activities and discussions are being done in this area. However the maintenance of this objective and action steps was not planned well. The recommendation for this goal is to keep this goal for the next integrated plan and be specific on the role of district services and the colleges and how each fulfills the objectives and implements action steps.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	
			<p>05/30/2012 - (DWPC Retreat May 2012) Discussion at the retreat involved this objective and action steps were too general and broad. It was difficult to assess and document because there are so many activities in various parts of the college that are addressing this</p>	<p>08/27/2012 - (DWPC Retreat May 2012) After review of the action steps the group felt that a dedicated and focussed committee needed to be formed to address this topic of student success during the 2012-2013 academic year.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			objective. Update Type: In Progress Reporting Year: 2011-2012	

Full Annual Progress Report 2012-2013 (TracDat)

GOAL 3

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: South Orange County Community College District Vision
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Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
Strategic Plan Goal 3 - SOCCCD will maintain its technological leadership and will make future advancements which enhance student access and success.	District-wide Strategic Plan - Objective 3.1. - SOCCCD will articulate its vision for future innovations in an annually updated SOCCCD Technology Plan which will be collaboratively developed, widely distributed and implemented according to defined priorities.	<p>Action Step: 3.1.1. Convene a collaborative group for the purpose of developing the SOCCCD Technology Plan 2011-2015.</p> <p>Target Date: September 2011</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat June 2013) The SOCCCD Technology Plan is a five-year plan, covering the period 2012-2017. Update Type: Completed Reporting Year: 2012-2013</p> <hr/> <p>07/31/2012 - In July 2011, the formulation of a district-wide Technology Plan Task Force was placed on the agenda of the District-wide Technology Committee (DTC). The committee agreed that of the two existing district-wide participatory governance committees for technology, DTC was the appropriate group to assume this task. Update Type: Completed Reporting Year: 2011-2012</p> <hr/> <p>09/27/2011 - A District-wide Technology Plan Task Force was</p>	<p>06/26/2013 - (DWPC Retreat June 2013) Annual updates to the SOCCCD Technology Plan will be completed in the fall following each plan year.</p> <hr/>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>established and had its first meeting in September 2011.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	
		<p>Action Step: 3.1.2. Determine the format and components of this technology plan and assign responsibility for drafting various components of the plan</p> <p>Target Date: October 2011</p> <p>Estimated Budget: 0</p>	<p>07/31/2012 - The District-wide Technology Committee created a Technology Plan Task Force; a SharePoint site was created to house over 50 technology plans from California Community Colleges so that the Task Force could gain familiarity with various plans as well as their scope and organization; the Task Force met to determine the scope and components of the draft Technology Plan.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: CCC Technology Plan Examples</p>	
			<p>04/30/2012 - Agendas and minutes of the District-wide Technology Plan Task Force are housed in the District Services SharePoint site and are linked to this progress. The minutes from these meetings recorded detailed information on the format and components of the plan.</p> <p>Summary of process is as follows: * District-wide Technology Plan outline was drafted following review of IVC, SC and DS technology plans.</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<ul style="list-style-type: none"> * Members agreed to use the existing vision/mission, goals, and strategies from the college plans. * Members outlined the functional areas and resource requests were listed under these areas. * The additional requirement of having the District-wide Technology Plan ready and used for the Basic Aid Resource Allocation process for 2012-13, pushed up the deadline to May instead of August 2012. <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p> <p>Related Documents: District wide Technology Plan Task Force</p>	
		<p>Action Step: 3.1.3. Distribute the Draft SOCCCD Technology Plan 2011- 2015 and request feedback.</p> <p>Target Date: April 2012</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat June 2013) The SOCCCD Technology Plan is a five-year plan, covering the period 2012-2017.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	<p>06/26/2013 - (DWPC Retreat June 2013) The Technology Plan Task Force began the process of developing the 2013-2014 proposed technology projects list for basic aid funding consideration two months earlier than the prior year with the goal to complete the list by mid-December 2012. It was determined that this timeline was too ambitious so the task force unanimously approved to defer the due date to January 31, 2013. In order to share as many details as possible on each proposed project, task force members created a project detail sheet for each project on the list. Representatives from the college technology departments and district</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
				<p>IT attended college and constituency group meetings as a resource to answer questions. IVC has an active technology committee, which helped with the review of the proposed projects list. Saddleback previously had a technology committee, but it has been inactive for several years. They plan to reinstate this committee in 2013-2014.</p> <p>Some constituency groups felt rushed through the 2012-2013 review process, so the task force met in May 2013 to kick-off the development of the 2014-2015 technology project list for basic aid funding consideration. The task force will begin regular meetings in September 2013.</p>
			<p>05/24/2012 - In late April 2012, the final draft Technology Plan was posted on SharePoint and distributed to committee members for dissemination to their constituencies.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) This timeline was rushed in order to meet the shortened timeline to submit to BAARC for 2012-2013 basic aid funding request. Beginning in 2012-2013, the plan revisions will be done sooner in order to allow time to sunshine the updated plan to the colleges and constituency groups. Due to lack of time this year, the feedback was not addressed as well as it should have been. There needs to be time to get the feedback and be able to evaluate and respond to questions/concerns.</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 3.1.4. Use the feedback to revise the format and/or content of the technology plan</p> <p>Target Date: May 2012</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat June 2013) The SOCCCD Technology Plan will continue to be updated annually in the fall of each plan year.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	<p>06/26/2013 - In 2013-2014, the Technology Plan Task Force will make the following improvements to the process that will be used to develop the 2014-2015 technology projects list for basic aid funding consideration:</p> <ol style="list-style-type: none"> 1. Begin the process six months earlier - the kickoff meeting was held in May 2013. 2. Use internal technology groups to vet the proposed projects. Saddleback will reinstate their technology committee; District Services will use the District Services Planning Committee; and IVC will continue to use their college technology committee. 3. Spreadsheet details will separate technical resource support from the entity requesting the project. 4. The task force will use approved contingency funding of \$30,000 to develop project detail/project charter information that will be shared with constituency groups/colleges/district services. 5. Researched, identified and purchased TeamDynamix software for IT project management. 6. Proposed projects will be vetted internally by the entity in which the request originated (SC, IVC, DS) before they are added to the master technology project list. 7. In May 2013, the District-wide Technology Committee (DTC) unanimously agreed that DTC

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
				<p>members will prioritize the final project list rather than having the task force members complete this process as they did the past two years.</p> <p>8. DTC members are considering a change in the voting process from a strict ranking procedure to a proportional ranking procedure, using a predetermined number of "chits" or votes.</p>
			<p>05/24/2012 - Based on feedback, the list of projects recommended for funding during the 2012-2013 fiscal year was placed into rank order and a contingency line item was added.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) Due to time constraints, feedback was not given enough attention to review and respond. Beginning in 2013-2013 the timeline will be detailed out so that appropriate time is allocated for review and feedback from the colleges and constituency groups.</p>
		<p>Action Step: 3.1.5. Complete the final draft of the SOCCCD Technology Plan 2011-2015 and present to appropriate groups for final comment.</p> <p>Target Date: August 2012</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat June 2013) The SOCCCD Technology Plan is a five-year plan, covering the period 2012-2017.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	<p>06/26/2013 - (DWPC Retreat June 2013) The process used to develop the 2013-2014 technology projects list was improved over the first year, including:</p> <ol style="list-style-type: none"> 1. Process started two months earlier. 2. There was better collaboration and review at the colleges; representatives from the college technology departments and district IT attended numerous meetings as a resource to answer questions.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
				<p>3. Created a project detail sheet for each project on the list, using a template approved by the task force members.</p> <p>In March 2013, task force and DTC members evaluated the feedback from the colleges and district services following the conclusion of the 2013-2014 project list development process and will make improvements to the 2014-2015 project list development process. (see Action Step 3.1.4 for details)</p>
			<p>05/24/2012 - Due to the accelerated timeline, this step was completed in May 2012 rather than August 2012. The college IT Directors sunshined the Technology Plan with college constituencies, assembled feedback, and delivered it to their college presidents, who emailed it to the VC-TLS.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2011-2012</p>	<p>05/30/2012 - (DWPC Retreat May 2012) This was accomplished but due to timeline reduction, it was rushed and not done as effectively as it should have been. Beginning in 2012-2013, more time will be allocated for review and feedback. Beginning in 2012-2013, District IT representatives and/or DTC representatives will hold town hall meetings to review and explain the technology plan and technology projects.</p>
		<p>Action Step: 3.1.6. Prepare a final SOCCCD Technology Plan 2011- 2015. Present to Board of Trustees as information item.</p> <p>Target Date: September 2012</p>	<p>06/26/2013 - (DWPC Retreat June 2013) Formal presentation of the final Technology Plan to the Board of Trustees will take place once the IT Operations Plan is complete. The name was changed from "IT Governance Plan" to "IT Operations Plan" due to pre-existing wide-use of</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>the term “governance” in the district for shared governance. Operations Plan Task Force members are currently drafting the IT Operations Plan. Members reviewed approximately 50 technology and/or operations plans from colleges/districts in the state. Members performed a content analysis of the approximately 50 plans by analyzing the tables of contents for commonalities and differences. Members proposed, vetted, and winnowed a list of topics to include in the IT Operations Plan. Members volunteered to write the topics to include in the plan. Most section drafts have been submitted and a draft plan has been created. Once the remaining sections are drafted and edited, the IT Operations Plan draft will be shared for comments from the task force and DTC members. Once this process is complete, the SOCCCD Technology Plan and IT Operations Plan will be presented to the Board of Trustees as an information item. Target completion is early 2013.</p> <p>Update Type: In Progress Reporting Year: 2012-2013</p> <hr/> <p>05/30/2012 - The 2012-2017 Technology Plan and basic aid funding request for 2012-2013 was presented to the Board in May 2012 for review and will go again in June 2012 for approval.</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			Update Type: In Progress Reporting Year: 2011-2012	
			05/30/2012 - (DWPC Retreat May 2012) Discussion of Goal and Objective 3 centered around understanding the cost and understanding of the software development, importance of technology innovation and staffing resources for end-user training. Update Type: In Progress Reporting Year: 2011-2012	05/30/2012 - Recommendations for this objective in the future is to develop a process to set-aside funding for innovation projects and include a set percentage of total requests to allocate to innovation projects or use unspent contingency as a carryover to the following year. Also, develop a District-wide Technology Operations Plan (DTC and the Technology Plan Task Force both agreed that the operations plan should be separate from the technology plan).

Full Annual Progress Report 2012-2013 (TracDat)

GOAL 4

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

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Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
Strategic Plan Goal 4 - SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated District-wide planning.	District-wide Strategic Plan - Objective 4.1. - SOCCCD will develop and implement a model for a cycle of District-wide long-term and short-term planning including a process for District Services Administrative Unit Review.	Action Step: 4.1. 8. Incorporate feedback to finalize the integrated planning model and present to the Board of Trustees for information. Target Date: May 2012 Estimated Budget: 0	06/26/2013 - (DWPC Retreat 2013) Completed September 2012; District-wide Integrated Budget Planning Resource Guide posted to Chancellor's SharePoint site. Update Type: Completed Reporting Year: 2012-2013	
		Action Step: 4.1. 9. Implement the planning model. Target Date: August 2012 Estimated Budget: 0	06/26/2013 - (DWPC Retreat 2013) Completed and new planning model being used district-wide for major resource allocation. Update Type: Completed Reporting Year: 2012-2013	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		Action Step: 4.1.11. Include assessment of the planning model and processes in the annual District-wide climate survey. Target Date: Annually contingent on dates chosen for the distribution of this District-wide climate survey Estimated Budget: 0	06/25/2013 - There were five question that were asked about the district-wide planning mode and process in the District-wide Climate Survey 2012. Update Type: Completed Reporting Year: 2012-2013	
		Action Step: 4.1.12. Revise the planning model and processes as needed based on feedback. Target Date: Annually contingent on dates chosen for the distribution of this District-wide climate survey Estimated Budget: 0	06/26/2013 - (DWPC Retreat 2013) Completed/Ongoing; each committee has self-evaluations and opportunities to reform the process and do continuous improvement. Update Type: Completed Reporting Year: 2012-2013	
		Estimated Budget: 0	06/25/2013 - The five question in the Climate Survey that were asked about the district-wide planning model and process will be reviewed with the DWPC in the next year and feedback will be incorporated into revising the planning model and process. Update Type: Completed Reporting Year: 2012-2013	

District-wide Strategic Plan -
 Objective 4.2. - SOCCCD will review
 and revise the resource allocation

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
	processes to ensure that expenditures are linked to planning priorities.	<p>Action Step: 4.2.1. Create a user-friendly and accessible document that explains how the District's Resource Allocation process works, guides staff through the process(s) and demonstrates how the new district-wide planning processes and documentation will better connect planning to resource allocation.</p> <p>Target Date: December 2011</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat 2012) Completed; District-wide Integrated Budget Planning Resource Guide created in place of new separate document. Guide is posted to the Chancellor's Office SharePoint site here: http://doclibrary.socccd.edu:2656/Documents/Business%20Services/Accounting/District%20Wide%20Integrated%20Budget%20Planning%20Resource%20Guide.pdf</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 4.2.2. Present the information and guiding document to the District-wide Planning Council and distribute draft copies to the college community for review and input. Present the revised final document to the District-wide Planning Council before implementation.</p> <p>Target Date: February 2012</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat 2013) Completed; presented the District-wide Integrated Budget Planning Resource Guide in fall of 2012 and sent email notifications of its location on the SharePoint site.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 4.2.3. Implement the use of the document and then follow-up to insure that it is now demonstrating linkages from planning to resource allocation and budget development.</p>	<p>06/26/2013 - (DWPC Retreat 2013) Completed; this is being done through committees such as BAARC and DWPC, at the AUR level, and through self-evaluations and board agenda item submissions.</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		Target Date: March 2012 Estimated Budget: 0	Recommendations come from various groups to the chancellor, who verifies agenda items before forwarding to the board of trustees. Update Type: Completed Reporting Year: 2012-2013	
		Action Step: 4.2.4. Annually assess the resource allocation processes in the annual District-wide climate survey, District Services survey, District Services Administrative Unit Reviews and forward the results to the responsible district-wide committees and administrative units to facilitate and ensure continuous improvement. Target Date: Annually contingent on dates chosen for the distribution of this District-wide climate survey. Estimated Budget: 0	06/26/2013 - (DWPC Retreat 2013) Completed; an annual process has been established. Results of the district-wide climate survey distributed district-wide June 2013 and relevant parties will take pertinent feedback to various committees/groups. Update Type: Completed Reporting Year: 2012-2013	
	District-wide Strategic Plan - Objective 4.3. - SOCCCD will prepare and distribute an annual report that outlines the progress on District-wide Goals.	Action Step: 4.3.3. Compile and distribute the 2012 Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014. Target Date: August 2012 Estimated Budget: 0	09/28/2012 - The SOCCCD District-wide Strategic Plan Annual Progress Report was compiled and distributed in September of 2012. The chancellor sent out a district-wide email on September 25, 2012. This report was also presented to the Board of Trustees at the September 24, 2012 meeting. Update Type:	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>Completed</p> <p>Reporting Year: 2012-2013</p> <p>Related Documents: DWSP Annual Progress Report 2012.pdf DWSP Annual Progress Report 2011-2012_G.Poertner Email_9.25.12.pdf</p>	
		<p>Action Step: 4.3.4. Request feedback on the 2012 Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014.</p> <p>Target Date: October 2012</p> <p>Estimated Budget: 0</p>	<p>09/28/2012 - At the September 7, 2012 DWPC meeting feedback was requested on the draft of the DWSP Annual Progress Report 2012.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 4.3.5. Use the feedback to revise the format and/or content of the subsequent annual report.</p> <p>Target Date: August 2013 August 2014</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - (DWPC Retreat 2013) Completed 6/26/13 at the DWPC annual retreat; a working group is being formed.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	

Full Annual Progress Report 2012-2013 (TracDat)

GOAL 5

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: South Orange County Community College District Vision
To be an educational leader in a changing world

South Orange County Community College District Mission
To provide a dynamic learning environment and diverse opportunities fostering student success and contributing to the community

South Orange County Community College District Core Values/Guiding Principles
We invest in our students' success, employees, facilities, and community, with wise use of our resources.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
Strategic Plan Goal 5 - SOCCCD will develop, document and implement data-driven District decision-making processes that are collaborative, transparent, efficient and effective.	District-wide Strategic Plan - Objective 5.1. - SOCCCD will prepare a decision-making manual to describe the steps and timelines in these processes including the composition and calendar of collaborative groups that develop recommendations to the Chancellor.	<p>Action Step: 5.1.6. Assess the decision making manual in the annual District-wide climate survey and revise the manual as needed.</p> <p>Target Date: Annually contingent on dates chosen for the distribution of this District-wide climate survey</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - Questions on the decision making manual was asked in the first annual District-wide climate survey. The results of the survey are being compiled and will be assessed in the upcoming DWPC meetings.</p> <p>(DWPC Retreat 2013) Reconvene committee to review climate survey results and to revise decision-making manual as needed based on feedback.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	<p>06/26/2013 - (DWPC Retreat 2013) The majority of these action steps are completed. The group discussing objective 5.1 felt that the next steps are to continue to review and update the decision making</p>

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>manual and committee structure based on feedback.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	
	District-wide Strategic Plan - Objective 5.2. - SOCCCD will annually assess its decision-making processes with an eye toward continual improvement.	<p>Action Step: 5.2.2. Distribute and summarize the results of the bi-annual District-wide climate survey.</p> <p>Target Date: Annually contingent on dates chosen for the distribution of District-wide climate survey.</p> <p>Estimated Budget: 0</p>	<p>08/02/2013 - The results of the District-wide Climate Survey 2012 was distributed at the end of on July 23, 2013 in an email district-wide.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	
		<p>Action Step: 5.2.3. Decision-making groups review the results of the campus climate survey and use the results to revise processes as appropriate.</p> <p>Target Date: Annually contingent on dates chosen for the distribution of District-wide climate survey.</p> <p>Estimated Budget: 0</p>	<p>06/26/2013 - The results of the District-wide Climate Survey 2012 were provided to the DWPC at the annual retreat in June 2013 and disseminated for review by the colleges in August 2013.</p> <p>Further feedback and analysis will be conducted to review processes as needed.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	

Full Annual Progress Report 2012-2013 (TracDat)

GOAL 6

Annual Report

South Orange County Community College District

District-wide Strategic Plan - 2011-2014

Vision, Mission, and Guiding Principles: South Orange County Community College District Vision
To be an educational leader in a changing world

South Orange County Community College District Mission
To provide a dynamic learning environment and diverse opportunities fostering student success and contributing to the community

South Orange County Community College District Core Values/Guiding Principles
We invest in our students' success, employees, facilities, and community, with wise use of our resources.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
Strategic Plan Goal 6 - SOCCCD will assess the educational needs of the communities within the District boundaries and will pursue joint venture partnerships with educational institutions and business/industry.	District-wide Strategic Plan - Objective 6.1. - SOCCCD Chancellor and College Presidents will collaborate to determine responsibility for the use and maintenance of Advanced Technology & Education Park.	<p>Action Step: 6.1.1 Invite College Presidents to prepare a collaborative proposal outlining responsibility for the use and maintenance of ATEP.</p> <p>Target Date: October 2011</p> <p>Estimated Budget: 0</p>	05/03/2012 - Chancellor Poertner provided the two college presidents a draft drawing of the ATEP site with two separate designated areas for each of the colleges to build their next buildings. This draft plan was developed by the district's project consultants making for the best initial use of available land at the site. Following board approval, this site plan will create new definitions for future use and maintenance of the ATEP site for the two colleges. At the January 9, 2012 chancellor's meeting with the presidents, Dr. Peebles presented the proposals and draft board items. The presidents in the meeting agreed that the south building site would be for Saddleback College and the north building site would be for Irvine Valley College. Both sites are of equal size and access. In the same meeting, the draft board agenda item concerning college service areas was also reviewed with no requested changes by the presidents.	06/14/2013 - The DWPC May 2012 retreat reviewed the progress and completion of this action step. The annual progress report was presented to the board of trustees in Sept 2012, which included the addition of the ATEP Function map. This function map defined and delineated the responsibilities for the use and maintenance of ATEP and will become reviewed annually, as a part of the DW Planning and Decision-making Manual.

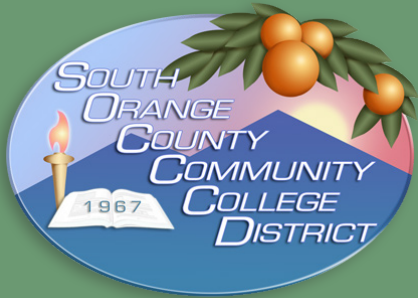
Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			Update Type: Completed Reporting Year: 2012-2013	
	District-wide Strategic Plan - Objective 6.2. - SOCCCD Chancellor and College Presidents will collaborate to develop a 3 to 5 year site development plan for the maintenance and use of the Advanced Technology & Education Park.		06/26/2013 - (DWPC Retreat 2013) This objective was determined to be complete from last year's retreat assessment. The board of trustees were presented with a 5 year site development plan for ATEP in February of 2012, which has been posted on the district web site. The plan will be updated occasionally as needed and uploaded to the district site for the college community's access for their planning. Update Type: Completed Reporting Year: 2012-2013	
	District-wide Strategic Plan - Objective 6.3. - SOCCCD will include an analysis of external scans data in the Annual Progress Report on the SOCCCD Strategic Plan 2011- 2014 and will adjust the next year's action steps accordingly.	Action Step: 6.3.1. Determine the components to be included in an external scan. Target Date: December 2011 Estimated Budget: 0	12/21/2012 - In the fall of 2012, under the guidance of the DWPC, the directors of planning coordinated to define what areas would be included in an external scan. These areas were prioritized by the colleges and district services. 3 areas were identified - demographic analysis, enrollment projections and labor market analysis would be the areas where the district would hire a consulting firm to assist in getting this information into a report. Update Type: Completed	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			Reporting Year: 2012-2013 Related Documents: External Scan Task Force Site	
		Action Step: 6.3.2. Complete the external scans regularly including an analysis of the key indicators that are relevant to planning. Target Date: Contingent on the cycle of Strategic Planning	06/12/2013 - The external scan report by the College Brain Trust was completed on May 29, 2013. All information on this report can be found in the External Scan Task Force SharePoint site. https://sharepoint.socccd.edu/chancellor/dp/dwpc/estf/default.aspx Update Type: Completed Reporting Year: 2012-2013 Related Documents: External Scan Task Force Site	
		Action Step: 6.3.3. Distribute and discuss the key indicators in appropriate decision-making meetings. Target Date: September 2012 September 2013 September 2014 Estimated Budget: 0	06/12/2013 - The External Scan Report prepared by the College Brain Trust was presented at the May 29, 2013 DWPC meeting and the meeting was open to the college community. Additionally, the directors of planning gave a presentation on additional areas of external scanning which were not covered in the CBT report. All of the handouts and presentations can be found in the DWPC SharePoint site - under the "Handouts" section for the May 29th meeting. https://sharepoint.socccd.edu/chancellor/dp/dwpc/Handouts/F	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			orms/AllItems.aspx This information will be used at the DWPC annual retreat and in the planning assumptions for the next cycle of developing district and college strategic plans. Update Type: In Progress Reporting Year: 2012-2013 Related Documents: DWPC May 29, 2013 handout folder	
			06/26/2013 - (DWPC Retreat 2013) This objective was determined to be complete for this plan and is on the way to becoming incorporated into future planning cycles. Update Type: Completed Reporting Year: 2012-2013	
	District-wide Strategic Plan - Objective 6.4. - SOCCCD will define College service areas within the larger District service area.	Action Step: 6.4.3. Board of Trustee consideration and approval of draft policy. Target Date: January 2012 Estimated Budget: 0	05/17/2012 - Draft Board Policy conforming with January 2012 action by the Board of Trustees is now under consideration by BPARC. The final is expected to be presented to the Board of Trustees during fall 2012. Update Type: In Progress Reporting Year: 2012-2013 Related Documents: District-wide Committees SharePoint home page	06/14/2013 - Draft Board Policy and/or MOU between colleges regarding service areas has not been presented to chancellor.

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
		<p>Action Step: 6.4.4. Implement the Chancellor's decisions related to College-specific service areas within the larger District service area.</p> <p>Target Date: March 2012</p> <p>Estimated Budget: 0</p>	<p>06/11/2013 - The MOU and draft Board Policy have not been presented to the chancellor for consideration. Until BPARC has received the college's policies, finalization of the district-wide Board Policy can not be Implemented.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p> <p>Related Documents: Resolutions #12-04 and #12-05 Draft BP 176 College Service Areas.pdf </p>	
		<p>Action Step: 6.4.5. Ask for feedback on this decision as part of the annual District-wide climate survey.</p> <p>Target Date: Annually contingent on dates chosen for distribution of District-wide climate survey.</p> <p>Estimated Budget: 0</p>	<p>06/12/2013 - This question was not asked in the 2012 District-wide Climate Survey. It will be discussed in the next year's (2013-2014) in the DWPC meetings.</p> <p>Update Type: In Progress</p> <p>Reporting Year: 2012-2013</p>	
			<p>06/26/2013 - (DWPC Retreat 2013) This objective was determined to be partially completed for this plan. The board of trustees approved a resolution for college service areas</p>	

Goal	Objectives	Action Steps & Target Dates / Resource Requests	Progress	Evaluation & Follow-up
			<p>in January of 2012. The chancellor subsequently requested the college presidents to draft a new board policy for college service areas and to further establish a joint memorandum of understanding or joint process agreement between the colleges for coordination of college curriculum at ATEP. A draft board policy (BP176: College Service Areas Boundaries and ATEP Campus Use) was introduced to BPARC in 2012 and committee minutes reflect that it has been sent back to each college for review by the college presidents and shared governance groups where it now rests. The draft policy will continue to work through the BPARC process for review and subsequent approval by the board of trustees in the future.</p> <p>Update Type: Completed</p> <p>Reporting Year: 2012-2013</p>	



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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

William O. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, Nancy M. Padberg,
T.J. Prendergast III, James R. Wright • Gary L. Poertner, Chancellor

An Equal Opportunity Employer

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Accreditation

ACTION: Review and Discussion

BACKGROUND

In accordance with the Accrediting Commission for Community and Junior Colleges (ACCJC) requirement that a midterm report be submitted by the colleges in the third year following the evaluation team visit, Saddleback College and Irvine Valley College have completed the final draft of their Midterm Reports. The reports must be submitted to the ACCJC by October 15, 2013. During the production of these reports, there was a broad participation by the district community and the Midterm Reports reflect accurately the progress to date in addressing the ACCJC's recommendations.

STATUS

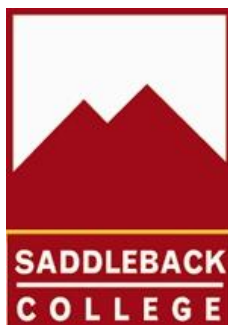
The Saddleback College Midterm Report is attached as Exhibit A and the Irvine Valley College Midterm Report is attached as Exhibit B.

2013

Accreditation Midterm Report Saddleback College



**Saddleback College
2013 Accreditation Midterm Report
DRAFT – 9/12/13**



**Presented to the
Accrediting Commission for
Community and Junior Colleges
Western Association of Schools and Colleges
October 1, 2013**

Dr. Tod A. Burnett, President, Saddleback College

Saddleback College
28000 Marguerite Parkway
Mission Viejo, California 92692
www.saddleback.edu

**South Orange County Community College District
Board of Trustees**

Dr. William O. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker,
Nancy M. Padberg, T.J. Prendergast III, and Dr. James R. Wright
David Robinson, Student Trustee
Gary L. Poertner, Chancellor

Mission Statement

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

Vision Statement

Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.

Values

Saddleback College embraces:

Commitment

We commit to fulfilling our mission to serve the south Orange County community.

Excellence

We dedicate ourselves to excellence in academics, student support, and community service.

Collegiality

We foster a climate of integrity, honesty, and respect.

Success

We place our highest priority on student learning and delivering comprehensive support for student success.

Partnership

We strive to develop strong and lasting partnerships among students, faculty, staff, and the community.

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Academic Freedom

We endorse academic freedom and the open exchange of ideas.

Sustainability

We promote environmental sustainability and use our resources responsibly to reduce our ecological impact.

Inclusiveness

We cultivate equity and diversity by embracing all cultures, ideas, and perspectives.

Global Awareness

We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.

Certification of the Midterm Report

Date: October 1, 2013

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Saddleback College
28000 Marguerite Parkway
Mission Viejo, California 92692



This *2013 Accreditation Midterm Report* is submitted in fulfillment of the requirements of the Accrediting Commission for Community and Junior Colleges.

We certify that there was broad participation in the production of the *2013 Accreditation Midterm Report* by the college community, that the report accurately reflects actions taken by the college and the district to address the recommendations, and that the report was presented to the board of trustees for review prior to submission.

Dr. Tod A. Burnett
President
Saddleback College

Nancy M. Padberg
President, Board of Trustees
South Orange County Community College District

Gary L. Poertner
Chancellor
South Orange County Community College District

Dr. Kathy Werle
Accreditation Liaison Officer
Accreditation Steering Committee Co-Chair
Vice President for Instruction

Dr. Bob Cosgrove
Accreditation Steering Committee Co-Chair

Dan Walsh
President
Saddleback College Academic Senate

Donald Mineo
President
Saddleback College Classified Senate

Bahman Sabahi
President
Associated Student Government

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Statement of Report Preparation

The completion of the Saddleback College *2013 Accreditation Midterm Report* was overseen by the college's Accreditation Steering Committee, consisting of the following members:

Juan Avalos	Vice President for Student Services
Tod A. Burnett	President
Don Busché	Former Acting Vice President for Instruction
Claire Cesareo-Silva	Faculty/Former President, Academic Senate
Bob Cosgrove	Faculty/Past-President, Academic Senate
Caroline Durdella	Director of Planning, Research and Accreditation
Tere Fluegeman	District Director, Public Affairs and Government Relations
Denice Inciong	District Director of Research, Planning and Data Management
Jenny Langrell	Faculty/Standard III Chair
Margot Lovett	Faculty/Standard IV Chair
Christopher McDonald	Dean, Division of Math, Science and Engineering
Donald Mineo	Career Guidance Officer/President, Classified Senate
Blake Stephens	Faculty/Standard I Chair
Tony Teng	Faculty/Standard II Chair
Kathy Werle	Vice President for Instruction/Accreditation Liaison Officer

Table 1: Saddleback College Accreditation Steering Committee

The steering committee was initially co-chaired by Dr. Donald Busché, acting vice president for instruction, and Dr. Bob Cosgrove, president of the Academic Senate. In June 2013, Dr. Busché was replaced by Dr. Kathy Werle, the new vice president for instruction. Claire Cesareo-Silva and Tony Teng wrote the responses to the commission district recommendations, and each of the standard chairs wrote the responses to the relevant visiting team recommendations for increased institutional effectiveness and the college's self-identified planning agendas. Carol Ziehm, professor of journalism/English, served as the editor of the report. Members of the steering committee met periodically from August 2012 through October 2013 to guide the preparation and writing of the report.

A presentation on the first draft of the report was given to the college community at an open forum on August 12, 2013, during the fall 2013 in-service week [01]. Feedback from that presentation was incorporated into a second draft, which was distributed by Dr. Burnett via email to all college and district services employees, as well as student leaders, and posted on the college's accreditation web page on August 19, 2013. Collegewide feedback was solicited through August 30, 2013, and suggestions from individuals and the various constituent groups were incorporated into a subsequent draft. In addition, writers of the Irvine Valley College and Saddleback College reports exchanged drafts throughout the process to ensure that the information was accurately and consistently presented.

Members of the steering committee met with Dr. Burnett on September 6, 2013, to complete the final draft. This draft was presented to the Consultation Council on September 10, 2013, where it was recommended for acceptance to the college president [02]. Dr. Burnett accepted the recommendation, and the finalized report was then forwarded for review by the board of trustees at its September 23, 2013, meeting [03].

DRAFT

Evidence for the Statement of Report Preparation

- 01 Fall 2013 In-Service Week Schedule
- 02 Minutes of Consultation Council Meeting, September 10, 2013
- 03 Agenda of Board of Trustees Meeting, September 23, 2013

DRAFT



Responses to Commission Action Letter Recommendations

Following Saddleback College's 2010 Self Study Report and team visit, the college was asked by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) to report on progress made in relation to six district recommendations. These recommendations were:

District Recommendation 1: *The teams recommend that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district (I.B.4.).*

District Recommendation 2: *The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3 c.).*

District Recommendation 3: *The teams recommend that the college, district administrators, faculty and staff develop a communications process among the entities on key issues of district-wide concern including academic calendar, planning, (ATEP) Advanced Technology Education Park, technology and building priorities (Standards IV.A.2., IV.B.3.).*

District Recommendation 4: *The teams recommend that the Board of Trustees widely communicate the results of its self evaluation process annually and use this as the basis for improvement (IV.A.5., IV.B.1.g.).*

District Recommendation 5: *The teams recommend that the Board of Trustees develop a clearly defined policy for a code of ethics which must include dealing with violations of the Board's code of ethics (III.A.1.d., IV.B.1.h.).*

District Recommendation 6: *The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision-making and the role of the district in college planning and decision-making. The district should provide a regular review of district communities, conduct an assessment of the overall effectiveness of services to the college and communicate the results of those reviews (IV.B.3.a., IV.B.3.b., IV.B.3.e., and IV.B.3.f.).*

All six of the recommendations were addressed in the college's 2011 Accreditation Follow-Up Report and three of them were further addressed in the college's 2012 Accreditation Follow-Up

Report. The following is a summary of the college's responses to these recommendations, with additional information on continued progress in some areas.

DRAFT

District Recommendation 1: *The teams recommend that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district (I.B.4.).*

This recommendation was addressed in both the 2011 and 2012 follow-up reports. Over the past three years, the district has come together in unprecedented fashion to develop and implement both short-term and long-term planning. Completed during this period has been a districtwide strategic planning process, the *South Orange County Community College District (SOCCCD) 2011-2014 District-wide Strategic Plan*, [DR 1.01] the *2011-2031 Education and Facilities Master Plan (EFMP)*, [DR 1.02] and the *Five-Year Construction Plan for 2014-2018* [DR 1.03] and *2015-2019* [DR 1.04]. Throughout, both the colleges and district services have demonstrated a shared commitment to engage in integrated, ongoing, systematic, and data-driven planning that would serve as the basis for all resource allocations within the district, including funding for ATEP.

The college's *2010 Accreditation Self-Study Report* extensively documented the planning processes in place at Saddleback College. In recognition for its efforts, the college received the following commendations in the 2010 visiting team's *Evaluation Report*:

- The team commends the college for its development of a 20-year facilities needs assessment that includes scheduled maintenance, renovation, and new buildings.
- The team commends the college for its efforts in strategic planning and integrating that with the college resource allocation efforts.

The visiting team's report also noted, however, that while the college was in compliance with all subsections of Standard I, the district had made less progress in developing its processes, and in integrating districtwide planning with the planning efforts at the colleges. Although districtwide goals were developed in 2009-2010, [DR 1.05] they were not connected to the colleges' strategic planning efforts nor directly linked to resource allocations. Moreover, there was not a procedure for evaluating the progress in attaining these goals or for evaluating the planning and implementation process itself.

Long-Term Planning Efforts

The commission's recommendation addresses the need for both districtwide strategic short-term and long-term planning. The district's long-term planning efforts were well under way prior to the receipt of the commission's letter. For the first time in the district's recent history, development of the 2011-2031 EFMP was a fully collaborative process that took place over 10 months beginning in June 2010 and included:

- A consideration of all Program Reviews (PR) and Administrative Unit Reviews (AUR) produced by the colleges
- Student, employee, and community surveys

- Eighty-nine college meetings, including presentations to participatory governance groups at both colleges
- Six campus-wide/community presentations
- Thirty-nine college and district services focus group interviews
- An interactive website [DR 1.06]

The entire process, overseen by the district director of facilities planning and purchasing, and facilitated by gkkworks consulting firm, was designed to maximize participation so that both college and district education and facilities plans would reflect the shared vision of students, faculty, staff, management, trustees, and the community.

The EFMP documents are composed of one Education Master Plan and one Facilities Master Plan for each college and a fifth document reflecting a district summary and plan. This plan was in final draft form in fall 2011 and the Draft Environmental Impact Report (DEIR), a necessary component of the final EFMP, was completed in April 2012. After incorporating public comments, the Final Program Environmental Impact Report (EIR) was completed in June 2012 [DR 1.07]. A public hearing on the EIR was held at the June 25, 2012, board meeting, followed by a vote to certify the EIR and a vote to approve the EFMP in its entirety [DR 1.08].

The *Five-Year Construction Plan for 2014-2018*, an annualized report that prioritizes projects identified in the EFMP for completion in the upcoming five years, was also approved at the June 25, 2012, board of trustees meeting, [DR 1.09] and submitted to the California Community Colleges (CCC) Chancellor's Office as required, and The *Five-Year Construction Plan for 2015-2019* was approved at the March 18, 2013 meeting [DR 1.10]. The five-year construction plan is collaboratively devised each year. A draft plan is initially developed by the district executive director of facilities planning, purchasing, and materials management, reviewed by the college presidents, and revised if necessary until a consensus is reached. If there are significant changes from the previous year, such as following a five-year update of the EFMP, then the presidents will take the report back to the constituent groups at each college for additional review and revisions.

The district is also working on the development of an integrated 20-year facilities, renovation, and scheduled maintenance management plan. Rather than create a plan without the necessary comparative data to have a sufficient understanding of the facilities needs at both college, the Capital Improvement Committee (CIC), which is composed of representatives from both colleges and district services, decided to contract services from various outside vendors (including SchoolDude, Alpha Facilities, Inc., Facilities Planning and Program Service Inc., and the Foundation for California Community Colleges) to assess the conditions of all facilities at both colleges and to create a database for the tracking and monitoring of the future maintenance of those facilities. When completed, the tracking system will include a work order module, a preventative maintenance module, and a scheduled maintenance module. The cost for these vendors was approved by the board of trustees at its meeting on June 25, 2012 [DR 1.11]. In the interim, the existing college 20-year facilities and maintenance plans have been

used by CIC to create short-term prioritized lists for capital improvement and scheduled maintenance.

A kick-off meeting for the assessment project was held on July 25, 2012, with the consultants and representatives from the colleges and district services [DR 1.12]. The managing consultant began assembling all available electronic information on the buildings in order to provide a foundation for compiling the existing conditions. Parallel with this effort, district staff and consultants are working with the Foundation for California Community Colleges to ensure compatibility with FUSION, the state's project planning and management software. A pilot project was performed on the student services buildings at both colleges in order to ensure that data collection and reporting are functioning as expected before moving on to the assessment of remaining facilities. The pilot project, completed in October 2013, was successful. Assessment then began on the remaining campus facilities and was completed in June 2013. Data from all buildings on both campuses has been collected by the vendors and a preliminary report is available [DR 1.13]. It was discovered, however, that an assessment of below ground facilities, such as storm drains and chillers, were not included in the project. CIC is working with the vendors to complete the underground facilities in fall 2013. Currently, CIC and the colleges are reviewing the data in preparation for completing an integrated 20-year plan in spring 2014.

Advanced Technology and Education Park

A key area of concern on the part of the visiting teams was the situation at the Advanced Technology and Education Park (ATEP), and the relationship between ATEP and the two colleges within the district. ATEP was conceived when the district was conveyed 68.37 acres of land from the Department of the Navy on the former Marine Helicopter Base in Tustin in 2004. A 1-1/2 acre portion of this site was used to begin serving students and the community in fall 2007 as required by the conveyance while plans were being devised for the remaining acreage. Currently, Irvine Valley College oversees the day-to-day operations of the 14,088 square feet of temporary buildings at the ATEP site while the district services ATEP development team oversees site planning and the establishment of partnerships for the full site. Two objectives in the *District-wide Strategic Plan 2011-2014* address ATEP specifically (planning objectives 6.1 and 6.2), and require the chancellor and college presidents to collaborate in determining the future responsibility for the use and maintenance of the ATEP site, including the development of a 3- to 5-year site development plan [DR 1.14]. Significant progress has been made on these objectives.

The development of the ATEP site, and each college's relationship to that site, has been addressed in various plans and policies established over the past several years. At the January 23, 2012, board of trustees meeting, [DR 1.15] the following actions were taken in relation to ATEP:

- Approval of Resolution #12-04 – College Service Areas
This resolution reaffirms the two college campus service areas within the SOCCCD and establishes a separate ATEP service area for both colleges to initially share in

approximately equal proportions with complementary, non-competitive Career Technology Education (CTE) programs and related services for the district at large.

- Approval of Resolution #12-05 – ATEP Site Assignments for Saddleback College and Irvine Valley College

This resolution includes the approval to assign approximately equal land sites for each college's buildings, infrastructure and parking; affirmation that future ATEP site development would be allocated in approximately equal proportions to each college for educational use and for potential ground leases or space leases with educational, business, and commercial partners; and approval to continue moving forward with the planning and design for the one building for each college at the ATEP site, contingent upon available funding.

At the February 27, 2012, board of trustees meeting, [DR 1.16] the following additional actions were taken in relation to ATEP:

- Approval of the initial instructional program areas to be offered by each of the colleges on the permanent ATEP campus, which includes a Center for Innovation in Health Care Education for Saddleback College
- Approval of the *ATEP Five-Year Site Development Plan and Timeline*
This plan was identified as a goal in the districtwide strategic plan. It includes a summary of the incremental steps needed to complete the planning and construction of future buildings at ATEP. It will be routinely updated as needed, and is published on the district website for college and district staff to utilize for information and planning.

Recent activity has concerned negotiations with the City of Tustin to change the current ATEP land configuration in order to improve the value and development potential of the property. These issues needed to be resolved before any further site development could take place. Resolutions on these agreements were passed at the May 20, 2013, board meeting [DR 1.17]. The resulting land swap was announced to the public on August 14, 2013, [DR 1.18]. The ATEP site now consists of 66 acres of development-ready land in the heart of Orange County, and an updated agreement with the City of Tustin allows for both educational and commercial uses. The district and the colleges are currently seeking potential partnerships with academic institutions and businesses to assist in the development of the campus.

Short-Term Planning Efforts

Short-term planning was initially more problematic because the district had never engaged in an integrated strategic planning process. In order to assist district services in coming together with the colleges to develop a relevant and integrated plan, it was decided at the first Districtwide Accreditation Committee on March 10, 2011, [DR 1.19] that a consultant would be hired to advise the chancellor and to facilitate districtwide discussions. Two proposals were solicited, and the District Recommendation 1 Task Force, co-chaired by the chancellor and the associate vice chancellor of workforce development, reviewed the proposals and decided to retain the services of College Brain Trust. The appointed facilitators were Dr. Eva Conrad,

former president of Moorpark College, and Julie Hatoff, former vice president of instructional services at MiraCosta College.

In preparation, the facilitators read the strategic plans and accreditation reports of Saddleback and Irvine Valley colleges, and conducted interviews with each member of the District Recommendation 1 Task Force. Based upon this data gathering, the facilitators made recommendations to the chancellor on how to proceed.

The first of two strategic planning retreats was held on June 13, 2011, at the Norman P. Murray Community Center in Mission Viejo [DR 1.20]. The all-day retreat was attended by the Districtwide Accreditation Committee, along with several other individuals invited from both colleges and district services. At this meeting, committee members worked collaboratively to determine the following:

- The components of the *SOCCCD District-wide Strategic Plan 2011-2014*.
- The list of data sources to be used in the development of goals and objectives.
- A proposed list of districtwide goals (originally called “strategic directions”).
- A proposed list of objectives (originally called “goals”) for each of these goals.
- A proposed list of action steps for each of the objectives.
- The need for district services units to undergo Administrative Unit Review.

A general discussion also ensued regarding how the districtwide strategic plan would ultimately guide the strategic plans of both colleges. The following (Figure 1) is an illustration of how this relationship came to be understood by the task force:

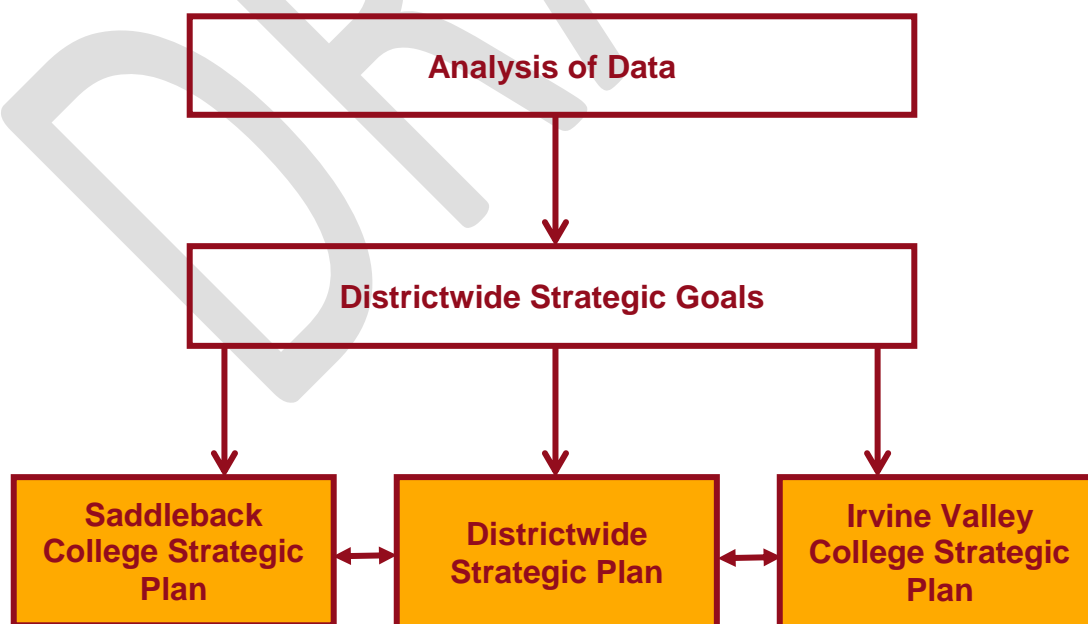


Figure 1: Districtwide Strategic Planning Model

The chancellor took this information and with the assistance of the facilitators, developed a draft districtwide strategic plan that was reviewed and revised at a second strategic planning retreat that took place at Saddleback College on August 3, 2011 [DR 1.21]. This retreat was recorded on video and is available for viewing by district employees [DR 1.22]. Once again, individuals from the two colleges and district services worked collaboratively and respectfully throughout the retreat. This resulted in the framework for an initial districtwide strategic plan that was grounded in research, meaningful input from all constituent groups, collaboration, and transparency.

The draft goals that emerged from this retreat and will serve as the basis for planning and decision-making during the next three years are the following:

- SOCCCD will create a districtwide culture that is characterized by mutual respect and collaboration and celebrates the uniqueness of each institution.
- SOCCCD will support innovations that result in quantifiable improvement in student preparedness and success and will facilitate the institutionalization of those innovations across the district.
- SOCCCD will maintain its technological leadership and will make future advancements to enhance student access and success.
- SOCCCD will increase the effective use of all resources by developing and implementing a cycle of integrated districtwide planning.
- SOCCCD will develop, document and implement data-driven districtwide decision-making processes that are collaborative, transparent, efficient and effective.
- SOCCCD will assess the educational needs of the communities within the district boundaries and will pursue joint venture partnerships with educational institutions and business/industry [DR 1.23].

These goals were designed to encourage productive working relationships within the district, to guide resource allocations, and to promote student success.

Measurable objectives and action plans related to each of these goals were also developed, with responsible parties and target dates for completion identified. A draft of the districtwide strategic plan was then distributed to all employees for feedback on August 16, 2011, and posted on the district's accreditation SharePoint site [DR 1.24]. In addition, during the college's fall 2011 in-service, presentations were made at both the Chancellor's Opening Session and at a special college session dedicated to discussing progress on the commission's recommendations [DR 1.26]. The vice chancellor of human resources also attended the August 31, 2011, Academic Senate meeting to present the plan and respond to questions [DR 1.25]. The draft

plan was submitted to the board of trustees for review at the August 28, 2011, meeting [DR 1.26]. Based on feedback received, a final draft was completed and submitted to the board of trustees for approval at the September 26, 2011, board meeting [DR 1.27]. The plan was subsequently posted on the district's planning web page [DR 1.28].

The districtwide strategic plan is monitored by the Districtwide Planning Council (DWPC), co-chaired by the chancellor and the district director of research and planning. The membership of the committee consists of representatives from all constituent groups at both colleges and from district services. The mission of the council is to coordinate and oversee all districtwide planning, to review progress of the strategic plan, and to update the plan and planning documents as appropriate [DR 1.29]. Regular meetings are scheduled for each semester, along with an annual planning retreat in late May.

Progress on each of the action steps identified in the plan is input into TracDat. An annual progress report is presented to the board of trustees and posted to the district planning SharePoint site [DR 1.30]. The first progress report was presented to the board on September 24, 2012, [DR 1.31] and a second one was presented on September 23, 2013 [DR 1.32].

The strategic planning, decision-making, and resource allocation processes of the district are documented in the *SOCCCD Planning and Decision-Making Manual* [DR 1.33]. This manual was developed by the chancellor and his staff in 2011, and is updated annually by the DWPC. The first update occurred on November 2, 2012, at the DWPC fall meeting [DR 1.34].

While the first districtwide strategic plan utilized the existing colleges' strategic plans as its starting point, future planning efforts will be based upon an integrated process whereby the districtwide and college goals will be simultaneously developed. This will serve to better integrate the work of the district and colleges and also lead to increased success at the college level since planning and resource allocation processes will be linked across the district.

Planning for the 2014-2020 strategic plan began in fall 2012 with the hiring of a consultant to create an external scan and the administering of the districtwide climate survey. After meeting with the research directors at the district and both colleges, the external scan was completed by the College Brain Trust [DR 1.35] and presented to DWPC on May 29, 2013 [DR 1.36]. The scan looks at enrollment projections and labor market analysis through 2020. The districtwide climate survey was conducted in October and November 2012 and a draft of the results [DR 1.37] was distributed to members of DWPC at its annual retreat in June 2013.

On June 26, 2013, DWPC held its annual retreat at the Mission Viejo Country Club in order to evaluate progress on the current strategic plan, discuss districtwide planning definitions and planning assumptions, review the timeline for the 2014-2020 strategic planning process, and begin the development of goals and objectives for the 2014-2020 plan [DR 1.38]. The retreat was attended by constituent groups from both colleges and district services. Based on the data from the external scan and the district wide climate survey and on brainstorming activities conducted during the retreat, a list of potential goals was formulated. A task force was also

created to work on the refinement of these goals prior to the next DWPC meeting on September 6, 2013. District services, Irvine Valley College, and Saddleback College also held separate planning forums on the draft goals and the feedback provided was utilized by the task force in refinement of the goals. The Saddleback forum was held during its inservice week on August 14, 2013 [DR 1.39]. The event was attended by approximately 60 people and included administrators, managers, faculty, staff, and students. During the forum, the college's current strategic plan was reviewed, the proposed districtwide goals were discussed, and input on additional goals or objectives for the 2014-2020 college strategic plan were solicited [DR 1.40].

At the September 6, 2013, DWPC meeting, the draft districtwide goals were reviewed, refined, and approved [DR 1.42]. The colleges will now begin developing additional goals specific to each institution, and the colleges and district services will draft objectives for each identified goal. At the November DWPC meeting, these objectives will be reviewed and common objectives will be incorporated into the districtwide plan for 2014-2020.

A process of Administrative Unit Reviews (AURs) for district services has also been developed by the chancellor and his staff, using the Saddleback College AUR Handbook as a model [DR 1.42]. A schedule was devised for the completion of initial district services AURs, with all due by March 2012. These AURs serve as the basis for continuous improvement and future strategic planning, and are linked to resource allocations for district services. The AURs are revised on an annual basis. The 2013 review process began in May and was completed in August, with a report distributed to all district employees in September [DR 1.42].

Evaluation

The district has made a clear and sustained commitment to both long-term and short-term planning as the basis for the allocation of district resources for Saddleback College, Irvine Valley College, ATEP, and district services. Planning processes have been established, documented in policy and systematically evaluated for effectiveness, plans have been developed and implemented, and decisions have been made in accordance with collegially agreed upon goals and objectives.

District Recommendation 2: *The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3 c.).*

The *2010 Accreditation Self-Study Report* documents the significant advances that the college has made in linking resource allocations to comprehensive planning. The 2010 visiting team's *Evaluation Report* noted that the college has "through its strategic planning process and program and administrative review, provided mechanisms for allocating resources to effectively support student learning and service and program improvements." It was also noted, however, that the district lacked a resource allocation model that is based on planning, is open and transparent, and is periodically reviewed for effectiveness. As discussed in the college self-study, this was particularly the case for basic aid funds, which, in the past, led to widespread dissatisfaction at the college with chancellor and board of trustee decision-making.

The District Recommendation 2 Task Force was charged with researching and analyzing the district's current resource allocation model, identifying gaps in the model, and recommending changes so that it is open, transparent, inclusive, and widely disseminated [DR 2.01]. The task force was initially chaired by the vice chancellor of human resources who was also serving as acting vice chancellor of business services, and subsequently chaired by the vice chancellor of business services.

The first task was to study the district's current resource allocation processes and models. Most of the district's resources, the unrestricted general funds derived primarily from local property taxes and enrollment fees, flow through the District Resources Allocation Council (DRAC), which has been in place since 1996. DRAC is a districtwide participatory governance council that is charged with making recommendations for and overseeing the model upon which the district's resource allocations are determined. One of the guiding principles of DRAC is that the colleges are allocated revenue using the state's SB 361 funding formula for all ongoing operating expenditures. Based upon this formula, the District Budget Allocation Model [2.02] is produced each year and shows the exact allocations made to Saddleback College, Irvine Valley College, district services, districtwide general expenses, and a contingency reserve. The intention of the model is to guarantee the colleges a predictable, fair, and equitable distribution of revenues.

Once funds have been allocated in accordance with the DRAC model, the remaining property tax revenues are designated as basic aid funds. At the time of the *2010 Accreditation Self-Study Report*, the board of trustees allocated these funds according to a process adopted at the August 29, 2005, board meeting [DR 2.03]. The self-study report provided evidence that basic aid allocations were often out of compliance with this approved process, as well as with the district's Budget Development Guidelines that state that "excess revenue above apportionment shall be allocated at the college or district level for one-time purposes" and "shall not be used for regular ongoing expenditures, such as salaries" [DR 2.04].

The Recommendation 2 Task Force confirmed the findings of the college's self-study that the main concern of the colleges was the process and decision-making for the allocation of basic aid funds. While the colleges understood the DRAC process and felt that it worked well, there was a widespread sentiment that the determination of how projects are added to the basic aid funding list seemed "mysterious" [DR 2.05].

In order to rectify these inconsistencies and clarify how basic aid expenditures are to be linked to district priorities based on planning, it was determined by the Districtwide Accreditation Committee that a board policy on basic aid should be developed [DR 2.06]. Fortunately, this process was already under way. BPARAC began working on the development of a new Basic Aid Allocation Policy, BP 3110 [DR 2.07], in December 2010. This new board policy asserts that "allocation of basic aid will be made based on district and college planning documents and supporting data." Moreover, the policy clearly specifies the types of projects appropriate for basic aid funding. These are:

1. Capital construction, major renovation, large infrastructure projects, and site development. These projects will follow district and college strategic plans, the *Education and Facilities Master Plan*, the *20-Year Facility, Renovation, and Scheduled Maintenance Plan*, and the *Five-Year Construction Plan*.
2. Retiree benefit trust fund and other long-term obligations.
3. Trustee elections, legislative advocacy, major legal fees and judgments.
4. Major technology initiatives as identified in the district and college technology plans.
5. Fifty percent matching funds for scheduled maintenance and smaller renovation projects, including maintenance equipment, as identified in the *20-Year Facility, Renovation and Scheduled Maintenance Plan*. The other 50 percent will be funded by the site requesting the funds, whether district office or college, in receipt of the allocation. Allocations must be used within five years on the specific project for which funding was allocated. The allocation will be based on the distribution ratios used in the model established in the District Resource Allocation Council process.

BP 3110, Basic Aid Funds Allocation Process, [DR 2.08] which requires that all basic aid funds be allocated in accordance with district and college plans, was approved by the board of trustees on August 29, 2011 [DR 2.09].

AR 3110, the administrative regulation associated with BP 3110, [DR 2.10] was approved by BPARAC on February 3, 2012, [DR 2.11] and presented as an information item to the board of trustees on February 27, 2012 [DR 2.12]. The purpose of AR 3110 is to show the exact process by which the district will utilize the long-term master plan, short-term strategic plans, and other planning documents (such as the *District-wide 20-Year Facilities, Renovation, and Scheduled Maintenance Management Plan* and *District-wide Technology Master Plan*) to determine the

allocation of basic aid funds. AR 3110 also created a new districtwide committee, the Basic Aid Allocation Recommendation Committee (BAARC), which is chaired by the vice chancellor of business services. This committee oversees the entire basic aid allocation process, assesses its effectiveness, and makes recommendations for further refinement of the process. Its inaugural meeting was held on March 9, 2012, [DR 2.13] and the first prioritized list of recommended basic aid expenditures was finalized on May 11, 2012 [DR 2.14]. This list was sent to the board for review and study on May 21, 2012, [DR 2.15] and was approved by the board, along with the complete 2012-2013 tentative budget on June 25, 2012 [DR 2.16]. The same process was utilized in 2013 with the prioritized list of basic aid expenditures presented to the board on June 17, 2013, [DR 2.17] and approved along with the 2013-2014 adopted budget [] at the August 26, 2013, meeting [DR 2.18].

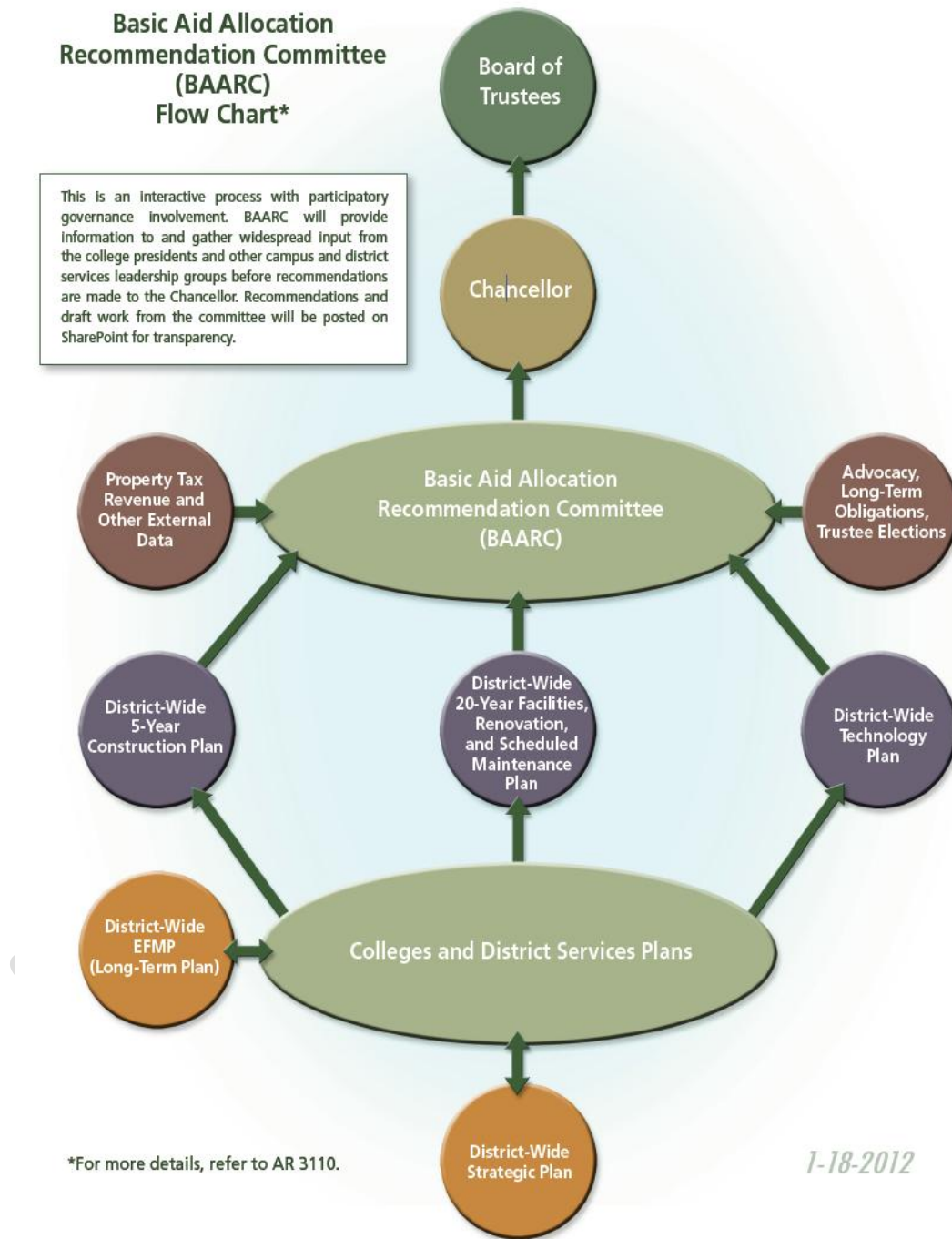
Included in AR 3110 is the BAARC flow chart (shown on Page 25). This flow chart clearly demonstrates how basic aid allocations are tied to college and districtwide planning efforts, and identifies the entities responsible for approving the allocations at each step in the process. The flow chart is another effort to ensure that decision-making occurs in an open, transparent, and participatory manner.

In order to help ensure transparency and inclusiveness, a draft *SOCCCD District-wide Integrated Budget and Planning Handbook* was developed by the vice chancellor of business services in June 2012 [DR 2.19]. This handbook fully describes the district's resource allocation processes and demonstrates the integration of budget and planning, with links to relevant documents. The information provided in this handbook is invaluable, and it was preliminarily approved by the DWPC at its September 7, 2012, meeting [DR 2.20]. At the November 2, 2012, DWPC meeting, this handbook was renamed the *District-wide Integrated Budget Planning Resource Guide*, [DR 2.21] and is now a one-page document with links to all of the important resources on the planning and budget processes in the district, such as the *District-wide Planning and Decision Making Manual, 2011-2014*, all committees dealing with budget and planning, relevant board policies and administrative regulations, the budget development guidelines, and the chart of accounts.

Work has continued on the completion of various additional plans that are incorporated into the BAARC flowchart, including the *District-wide 20-Year Facilities, Renovation, and Scheduled Maintenance Management Plan*, *Five-Year Construction Plan*, and *District-wide Technology Master Plan*. The 20-year facilities and scheduled maintenance plan and the five-year construction plan are addressed in Recommendation 1 above. The *District-wide Technology Master Plan 2012-2017* [DR 2.22] was developed by the Districtwide Technology Committee (DTC), a participatory governance committee, and approved at its April 5, 2012, meeting [DR 2.23]. The plan will be reviewed and revised periodically in order to respond to rapid changes in technology. Based upon the technology master plan, a prioritized list of projects is developed by the Technology Plan Task Force each year, approved by the DTC as a whole, and

Basic Aid Allocation Recommendation Committee (BAARC) Flow Chart*

This is an interactive process with participatory governance involvement. BAARC will provide information to and gather widespread input from the college presidents and other campus and district services leadership groups before recommendations are made to the Chancellor. Recommendations and draft work from the committee will be posted on SharePoint for transparency.



*For more details, refer to AR 3110.

Figure 2: Basic Aid Allocation Recommendation Committee Flow Chart

then forwarded to BAARC to be integrated into the basic aid allocation process [DR 2.24]. Following approval by BAARC, the list of 2013-2014 proposed technology projects was approved by the board at the June 17, 2013, meeting [DR 2.25]. The Technology Plan Task Force is currently in the process of developing the list for the 2014-2015 projects.

Finally, TracDat, the software program selected by both district services and the colleges for the tracking of strategic planning processes and resource allocation requests, is in the process of being fully implemented. It is being used at the colleges for the inputting of student learning outcomes (SLOs), administrative unit outcomes (AUOs), PRs, AURs, and strategic planning information. District services have used it for the inputting of their AURs, as well as for tracking progress on the districtwide strategic plan. Through this program, resource requests are generated directly from data-based PRs, AURs, and strategic planning initiatives.

Evaluation

The district has worked diligently over the past two years to develop and implement a resource allocation model driven by planning, and to regularly review and evaluate the effectiveness of this model and the district's planning committees. For the first time in the history of the district, a planning process that is participatory and transparent is now the basis of basic aid recommendations to the chancellor and the board of trustees, and the foundation for all decision-making at the district.

District Recommendation 3: *The teams recommend that the college, district administrators, faculty and staff develop a communications process among the entities on key issues of district-wide concern including academic calendar, planning, (ATEP) Advanced Technology Education Park, technology and building priorities (Standards IV.A.2., IV.B.3.).*

Over the past three years, the college and district have come together to develop consistent, clear, and open communication channels and protocols. It was decided that solutions had to be multipronged since different groups accessed and desired information in different forms (such as via email, on a website, or through college forums). Through extensive dialogue, a districtwide task force proposed a number of strategies to address the identified communication issues. These are outlined in the table below [DR 3.01]:

Communication Issue	Possible Solutions
Issue #1: Decisions are made and it is not clear they have been made.	<ul style="list-style-type: none"> • Post meeting agendas, minutes, handouts, and related documents on SharePoint so that a clear chronology of decisions is available. • Clearly delineate decisions and action items in meeting minutes. Include any steps needed to move the process forward. All committees to use the same template for minutes. • Look into improvements to electronic search capacities. • Provide RSS feeds. • Ensure changes in processes are clearly communicated through regular open forums held at the colleges by district services.
Issue #2: Lack of process creates indecision, so decisions are not being made.	<ul style="list-style-type: none"> • Function Map will clarify who “owns” decisions. • See solutions for Communication Issue #3.
Issue #3: Some committees are not clear on their charge and member responsibilities are not clear.	<ul style="list-style-type: none"> • Update and maintain a list of districtwide committees that includes the committee charge and scope. • Define the responsibilities of the: <ul style="list-style-type: none"> ○ Committee ○ Chair ○ Members • For each committee, define: <ul style="list-style-type: none"> ○ Decision-making process ○ Reporting structure ○ Process to resolve disagreements • The committee chair is responsible for the posting of all information described above on the committee’s SharePoint site.

Issue #4: Decisions are not clearly communicated. Need to standardize use of channels of communication.	<ul style="list-style-type: none"> • Utilize SharePoint as a required communication tool. • Identify “official” forms of communication. • Standardize a uniform meeting minutes format that includes: <ul style="list-style-type: none"> ○ Specific decisions made ○ Summary of basic purpose or outcome of meetings ○ Action items • See solutions for Communication Issue #1, including open forums and RSS feeds.
Issue #5: If committee members do not agree, what is the next step?	<ul style="list-style-type: none"> • Develop uniform definition of consensus and unanimity. • Train committees on an effective process to reach consensus. • Build into the decision-making process the steps to resolve disagreements so that stall tactics do not impede progress. • Establish districtwide code of conduct. • See solutions for Communication Issue #3.

Table 2: Communication Issues and Solutions

The specific strategies enacted have included:

- A monthly newsletter on highlights from the meetings of the board of trustees.
- Dissemination of newsletters and district updates from the Office of the Chancellor and the district director of public affairs.
- Periodic chancellor-led districtwide forums at both colleges.
- Creating an intranet (SharePoint) site for districtwide committees that outlines each committee’s charge, membership, and member responsibilities, and to which all documents are stored related to that committee. These sites are available to all district employees.
- Listing all districtwide committees and their specific charge in the *SOCCCD Planning and Decision-Making Manual*.
- Development of a standardized template for committee meeting agendas and minutes that requires reporting of all decisions and action items within five days.
- Development of uniform definitions of consensus and standards of interaction so that resolutions can be achieved when there is disagreement among committee members.
- Establishment of an annual self-assessment of all committees to ensure that they are fulfilling their stated purpose and communicating all actions taken.
- Making board of trustee meeting minutes and agendas (which can exceed 300 pages) searchable online by keyword.
- Email updates to employees, such as the *Board of Trustee Meeting Highlights*, *District Updates*, and the *Chancellor’s Perspective*.
- Creation of RSS feeds on SharePoint for all district committee sites so that employees can receive notification of recent developments.
- Develop of a SharePoint site for district services with access to pertinent information such as personnel, processes, and forms.

- Creation of RSS feeds from the college websites on the home page of the district services SharePoint site so that all district employees are aware of college-specific events and activities.

With respect to the five issues specifically mentioned in this recommendation, awareness of communication needs and the suggested solutions have had the following impacts:

Academic Calendar

Academic calendars for 2012-2013 and 2013-2014, and 2014-2015 were established through collegial efforts from both colleges and the Districtwide Calendar Committee, chaired by the vice chancellor of technology and learning services. These calendars were approved by all participatory governance groups and adopted by the board [DR 3.02]. The approved calendars address the unique needs of both colleges while decreasing long-standing length disparities between the fall and spring semesters. They also increased the length of winter break, which will provide options for programs that utilize field trips, institutional visits, and discipline-specific internships, and provide “down time” for the completion of technology upgrades and maintenance projects.

Planning

The first goal of *SOCCCD District-wide Strategic Plan 2011-2014* is to “create a districtwide culture which is characterized by mutual respect and collaboration and that celebrates the uniqueness of each institution” [DR 3.03]. Open communication is essential to creating and sustaining a climate based on trust, mutual respect, and aligned purposes. Each step of the strategic planning process was inclusive of all constituent groups and was posted on the SharePoint site for the Districtwide Planning Council (DWPC) [DR 3.04]. This was also true of the EFMP process, during which an interactive website was established that allowed individuals to view documents and participate in the process by leaving comments or obtaining answers to questions.

The *SOCCCD Planning and Decision-Making Manual*, [3.05] which clearly documents how decisions are made within the district, has helped to make the entire planning and resource allocation processes more transparent and understandable.

ATEP

Over the years, planning and decision-making with regard to ATEP was not fully collaborative or transparent, and significant basic aid funds were being funneled to the project without clear guidelines and goals or a shared understanding of how the site would be developed. Part of the negativity toward ATEP stemmed from conflicting messages being delivered by district services and the board of trustees. It was felt that decisions were not being made in a forthright manner and when made were often not communicated clearly. One way this problem was addressed was through the creation of Board Policy 3110, which lays out the priorities for basic aid funding, and the subsequent development of the corresponding administrative regulation [DR 3.06].

Another way that communication was increased in relation to ATEP was through the ability to conduct keyword searches in the board of trustees meeting agendas and minutes. This makes information about board actions easily attainable. The *SOCCCD District-wide Strategic Plan 2011-2014* calls for a collaborative 3- to 5-year site development plan that will clearly delineate the future steps to be taken regarding ATEP (planning objective 6.2) [DR 3.07]. In the last year, significant progress was made by the district on site development at ATEP. The colleges are now working collaboratively on the development of educational programs to be offered on the site.

Technology

The activities and priorities of District Information Technology (IT) have long been questioned by many at the college who feel that there is more focus on high-visibility, cutting-edge projects (such as My Academic Plan – MAP – and Sherpa, a student recommendation engine) than on the more mundane projects necessary for the day-to-day functioning of the college (such as scheduling and the Student Information System). Although District IT can document that, in actuality, considerably more time and resources were dedicated to necessary projects (such as the inFORM Data Warehouse, CurrSIS curriculum system, human resources integration, maintenance of the ESCAPE and CHRMS financial systems, maintenance of the Blackboard course management system and coordination of upgrades, and the MySite web portal) than to special projects, the perception persists, indicating that communication may be the central problem.

In order to address this perception, it was determined that a districtwide technology plan would be created with input from all constituent groups at both colleges. The plan is also one of the objectives for the *SOCCCD District-wide Strategic Plan 2011-2014* (planning objective 3.1) [DR 3.08]. The *District-wide Technology Master Plan 2012-2017* [DR 3.09] was developed by the DTC and approved at their April 5, 2012, meeting [DR 3.10]. Based upon this plan, a prioritized list of projects is developed by the Technology Plan Task Force each year, approved by the DTC as a whole, and then forwarded to BAARC to be integrated into the basic aid allocation process [DR 3.11]. This process enables the colleges to have input into the prioritization and funding of all districtwide IT projects. Moreover, District IT identified additional strategies for improving communication in the *SOCCCD District Services Survey Results 2011 Evaluation and 2011-2012 Action Plans*, [DR 3.12] including the designing and building of the intranet (SharePoint) infrastructure currently being used by all district services, the biannual publication of a District IT newsletter starting in fall 2011 that documents the status of all projects, [DR 3.13] the institution of monthly meetings with representatives from the various constituent groups at the colleges, and open forums held at the colleges to discuss technology-related issues. [DR 3.14].

Building Priorities

The district has made significant progress in clarifying districtwide building priorities and how they are established. The colleges and district services effectively and collegially collaborated on the development of the EFMP, which includes five-, 10-, and 20-year projections. Feedback

was solicited from constituent groups and individuals at the colleges through numerous meetings and focus groups, as well as a collaborative website.

Moreover, the CIC was established to collaboratively address long-term facilities and capital improvement needs and make recommendations using uniform, data-driven criteria to plan and budget for the next 20 years [DR 3.15].

The colleges and the district also came together in the creation of BP 3110, which includes a list of funding priorities for basic aid funds [DR 3.16].

In addition to these procedural modifications, recent changes in personnel in district leadership and among the board of trustees have had a significant positive impact upon the level of open dialogue and shared decision-making in the district. The current chancellor is respected by all constituent groups on campus and is committed to working collaboratively with both colleges and to accurately conveying college needs to the board of trustees.

Evaluation

Numerous steps have been taken to improve communication within the district, and the college is optimistic that communication will continue to improve. Although these steps will go a long way in making communication more open, efficient, and effective within the district, the committee also determined that communication is a “shared responsibility.” Employees of the district must want to be informed and engaged. It is hoped that a demonstrated willingness to communicate on the part of the chancellor, district services, and the board of trustees will be reciprocated with increased participation in committees and districtwide events, such as open forums.

District Recommendation 4: *The teams recommend that the Board of Trustees widely communicate the results of its self evaluation process annually and use this as the basis for improvement (IV.A.5., IV.B.1.g.).*

In accordance with Board Policy 172, Board Self-Evaluation, [DR 4.01] which was adopted on August 27, 2007, [DR 4.02] the SOCCCD Board of Trustees is to conduct an annual self-evaluation in order to identify its strengths and areas for improvement. Three years ago, the current process was carefully reviewed by the chancellor in consultation with the board of trustees and by the Districtwide Accreditation Committee. It was determined that the process was essentially sound, but that steps would be taken to a) communicate the results of the self-evaluation to all employees and the public, and b) ensure that the results were used to create action items for improvement.

In 2011, the chancellor and board president decided to hire a facilitator to lead the board through its 2011 self-evaluation. Dr. Cindra Smith, who wrote the Community College League of California (CCLC) document entitled *Assessing Board Effectiveness: Resources for Board of Trustees Self-Evaluation* and who assisted the SOCCCD Board of Trustees with its 2009 self-evaluation, was selected [DR 4.03].

Three stages comprised the evaluation process. Stage one took place in April and May 2011 and involved the administering of a comprehensive evaluation questionnaire for board of trustee members [DR 4.04], a survey for Chancellor's Cabinet (a districtwide cabinet composed of members from all participatory governance groups – now called Chancellor's Council), administrators, and managers, some of whom regularly observe the board in action, [DR 4.05] and a survey for all employees of the district [4.06]. The questionnaire and surveys were administered online and were anonymous. The responses of the three groups were then compared [DR 4.07].

Stage two involved a Board of Trustees Self-Evaluation Workshop held on May 14, 2011, at the Mission Viejo Country Club [DR 4.08]. This meeting was open to the public and was widely publicized through districtwide emails and postings on the district website and on the required board meeting public posting areas. The workshop was also announced at board meetings, [DR 4.09] Chancellor's Council, [DR 4.10] and at other participatory governance committee meetings. The Districtwide Accreditation Committee discussed the pros and cons of holding the workshop in the regular boardroom or at an off-campus location, and whether or not it should be recorded. It was decided that, in the interest of candor, the workshop would be held off-campus and would not be recorded. However, all district employees were invited to attend, and the results of the discussion would be widely distributed.

The facilitator set the agenda of the workshop based upon analysis of the data from the surveys [DR 4.11]. This included a review of the board's self-identified strengths and areas of improvements, [DR 4.12] as well as an in-depth discussion of the survey results that focused, in particular, on areas in which there was a significant discrepancy between board member perceptions and those of other employees within the district. These included the following

statements from the surveys where the trustees rated themselves high, but district employees rated them low:

- The board understands its policy role and differentiates its role from those of the CEO and college staff.
- The board respects faculty, staff, and student participation in decision-making.
- Trustees set a positive tone for the institution.
- Board meetings are conducted in an orderly manner with sufficient time provided to explore and resolve issues.

Although some board members felt that these low survey ratings were unwarranted, it was mentioned that, regardless of the reasons, the perceptions of individuals and groups must be taken seriously, and the board agreed to consider actions that would change these perceptions. Moreover, board members acknowledged that their behavior set the tone for the district as a whole, and they discussed the importance of working together in a civil and respectful manner [DR 4.13].

At the end of the discussion, concrete actions and tasks were developed and are summarized below [DR 4.14]. Progress on these items was assessed as part of the 2012 self-evaluation process.

1. The board will review and approve an updated code of ethics policy that includes addressing violations of the code. A draft policy was accepted for review at the April board meeting; the board will discuss the proposed policy in detail at a board or special meeting. The board noted the urgency of doing so before fall.
2. In addition to reviewing and adopting an updated code of ethics policy, the board will discuss and renew its commitment to communication protocols and expectations for trustee roles during board meetings and with college staff and community.
3. The board will re-institute a process for CEO evaluation, including setting expectations, annual priorities and/or goals. It will include CEO evaluation on the board's master calendar to ensure it occurs regularly. The chancellor will propose a process to the board.
4. The board will re-institute a regular self-evaluation process and will include the process of seeking input from administrators, faculty, and staff. The next survey process may include items that gather how much knowledge respondents have about board roles, including attending and/or viewing videos of board meetings. It was recommended the surveys include opportunities to comment. The board will consider the feasibility of doing a survey within six months to gather perceptions of the "new" board.

5. The board is committed to listening to and considering faculty, staff, and student perspectives and recommendations in local decision-making. It is committed to clarifying its rationale for decisions that may be counter to those recommendations.
6. The board will seek opportunities to inform administrators, faculty, and staff about board roles, limits, responsibilities, accountability to the community, and rationales for decision-making.
7. The board will strengthen its role in being knowledgeable about, setting standards for, and monitoring and discussing student success and educational quality. Efforts will include understanding and monitoring the processes used to ensure quality. The chancellor will present proposals for board consideration.
8. The board will be involved early in the collective bargaining process in discussing and setting parameters. Members recognize that individual trustees must avoid negotiating directly, or appearing to negotiate, with employees or their representatives.
9. The board recognizes the effect its communications and leadership have on creating an environment for safe, open, and professional communication within the district, and will strive to do so.
10. The board will ensure that there are opportunities for it to engage fully in discussions on policy issues. Staff will be asked to present reports in ways that engage trustees in discussions, and trustees will ensure that meetings allow time to truly engage in discussion.

The third and final stage of the process involved the dissemination of the results to the college community and the public. At the May 23, 2011, board of trustees meeting, the chancellor reported on the board self-evaluation, and mentioned that a web page was created on the district website that outlines the entire self-evaluation process and where individuals can access all of the pertinent documents [DR 4.15]. On May 31, 2011, district employees received an email from the district director of public affairs, with a link to the Board Self-Evaluation web page [DR 4.16].

In 2012 and 2013, the board conducted self-evaluations following a similar process. The most recent self-evaluation workshop took place on May 18, 2013, at the Mission Viejo Country Club [DR 4.17]. The results of the surveys and discussions from all self-evaluations are made available to the public on the web page.

Evaluation

Due to recent changes in the board composition and the appointment of a new chancellor who has the respect of board members and college employees alike, there is a pervasive sense of optimism about the future of the SOCCCD. However, employee surveys still reflect some

skepticism about the board's performance, and many indicators have remained flat or even slightly decreased in their approval rating over the past three years. The board will need to address this issue in future self-evaluations.

DRAFT

District Recommendation 5: *The teams recommend that the Board of Trustees develop a clearly defined policy for a code of ethics which must include dealing with violations of the Board's code of ethics (III.A.1.d., IV.B.1.h.).*

The SOCCCD first adopted Board Policy 1400, Code of Ethics – Standards of Practice, in 1977, and has revised it on various occasions over the years. As noted in the college's *2010 Accreditation Self-Study Report*, however, the policy did not include a stated process for dealing with board behavior that violates the policy, and it was recommended that such a clause be added to the board policy. The visiting team members concurred, and in their *Evaluation Report*, stated that in order to be in compliance with Standard III.A.1.d, the policy must be revised to address how unethical behavior on the part of board members would be addressed.

At the direction of the chancellor, the vice chancellor of human resources contacted Mary Dowell, legal consultant to the CCLC, in order to gather information and appropriate documentation to be used in developing an additional section of the existing policy on board ethics. Based upon this information, the vice chancellor drafted a new policy, renumbered as Board Policy 110, in order to more closely follow CCLC board policy number conventions. Eventually, the vice chancellor of business services took over the responsibility of shepherding the policy through the revision and approval process.

At the February 11, 2011, meeting of BPARAC, the first draft of the revised board policy was presented to its members [DR 5.01]. The revised policy includes the following new section on enforcement [DR 5.01]:

All board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the board's Code of Ethics. The board reserves the right to censure any board member who does not adhere to this policy or engages in other unethical conduct.

A. Censure is an official expression of disapproval passed by the board of trustees. A board member may be subject to a resolution of censure by the board of trustees should it be determined that trustee misconduct has occurred.

B. A complaint of trustee misconduct will be referred to the board president.

With the assistance of legal counsel, the board president will appoint an ad hoc committee of three trustees not associated with the complaint to conduct an investigation and review the matter. In the event the complaint involves the board president, another officer of the board shall form the ad hoc committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee, shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete inquiries within a reasonable period of time.

C. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.

- D. The committee shall, within a reasonable period of time, make a report of its findings to the board of trustees for action.
- E. Board members who are found by a majority of the board to have acted unethically or to have violated this policy may be subject to reprimand, possible exclusion from closed sessions, public censure, referral to the district attorney for criminal prosecution, or other action as determined by the board.

The chancellor decided that since this policy dealt directly with sensitive trustee issues, it should be sent to the trustees for their input. Following trustee comment, the policy would return to BPARAC in order to proceed through the normal review and revision process. The first presentation of this policy to the board of trustees was made at the April 2011 meeting [DR 5.03]. The trustees were given two months to provide comment to the proposed policy changes.

After incorporating trustee input, a revised draft policy was returned to the vice chancellor to present to BPARAC at its next regularly scheduled meeting in June 2011. The revised draft policy was placed on the BPARAC agenda for review, comment, and revision, and then forwarded to all participatory governance groups within the district [DR 5.04]. Each Saddleback College governance group representative presented the revised policy to its membership for review [DR 5.05, DR 5.06]. Following approval from college governance groups, the policy was once again taken back to BPARAC for final discussion, approval, and recommendation to the chancellor. The chancellor reviewed the final draft policy and placed it on the September 26, 2011, board agenda for adoption and implementation [DR 5.07]. It was unanimously approved by the board of trustees.

Evaluation

It is recognized that the behavior of the governing board of the district sets the tone for the entire district. Through less-than-cordial public displays at board meetings over the years, the trustees did not always succeed in establishing a tone of civility and ethical behavior for the district. Therefore, it was vital that this policy be revised to include ramifications for violations of the board's Code of Ethics. Fortunately, recent changes in board membership have also ushered in a new era of cooperation and collegiality among board members and between the board and district leadership. Addressing this recommendation offered the opportunity for the entire district to reaffirm its commitment to ethics, respect, and civility.

District Recommendation 6: *The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision-making and the role of the district in college planning and decision-making. The district should provide a regular review of district communities, conduct an assessment of the overall effectiveness of services to the college and communicate the results of those reviews (IV.B.3.a., IV.B.3.b., IV.B.3.e., and IV.B.3.f.).*

The need for a clear delineation of roles and responsibilities within the district has been an issue since at least 1998, when it was addressed by the accreditation visiting team, and it continued to be identified as problematic in 2010. The 2010 Accreditation Self-Study Report states that the “roles and scopes of authority has occurred at the college and since 2008, with the board of trustees. However, the role, authority, and responsibilities of the district office personnel and leadership are not clearly defined.” Although the 2008 Focused Midterm Visit Report concluded that Standard IV.B.3 had been met, the 2010 visiting team reinstated a recommendation on the delineation of districtwide functional responsibilities.

Function Maps

Of primary importance for the clear delineation of roles was the creation of a comprehensive districtwide function map that accurately reflects the functioning of each entity with respect to the accreditation standards, and serves as the basis for future elaborations of the workflow in relation to the roles and responsibilities of the colleges and district services. Between the 2011 and 2012 follow-up reports, new policies and procedures were developed that necessitated the revision of the function map. A small working group of the DWPC developed a draft of the new districtwide function map, [DR 6.01] as well as a separate function map for ATEP [DR 6.02]. The drafts were then distributed to all members of the DWPC on August 17, 2012, [DR 6.03] and feedback was solicited. The drafts then went through the review and approval processes at both colleges and district services, and final recommendations were forwarded to the DWPC. At the November 2, 2012, meeting, the DWPC approved the final versions of the districtwide and ATEP function maps [DR 6.04]. Both documents are included in the districtwide planning and decision-making manual [DR 6.05].

Business Process Analyses

In addition to the function map, there is a necessity for a clear understanding of the work flow involved in the functioning of key district services areas, such as human resources and purchasing. In order to obtain a clear understanding of the processes, to streamline when possible, and to provide necessary information for the purchase of efficiency software, the vice chancellor of business services initiated Business Process Analysis (BPA) sessions for the following services: accounts receivable, budget development, hiring and employee orientation, payroll processing and timekeeping, purchasing/accounts payable, and travel. These were conducted between the months of May and August in 2012, and included participants from all segments of the district community. Additional BPAs were conducted between the months of May and August 2013 for the following services: benefits processing, board agenda development, contracts, curriculum development, facilities planning and construction, financial aid processing, and grants.

The goal of the BPAs is to eliminate redundancies and establish clear instructions for college and district processes. As a result, a BPA report was created that delineated the recommended changes and any progress to date [DR 6.06]. Once all of the information has been analyzed, the ultimate goal is to create an operations manual. Each unit within business services and human resources will review the recommendations and incorporate them into their AUR annual updates for 2013.

Based upon the outcomes of the BPAs thus far, changes have occurred or have been recommended for future implementation. One option being investigated is the use of InfoPath, a Microsoft program related to SharePoint, which is designed to create transparent and straightforward workflow procedures.

Planning and Decision-Making Manual

A working group was tasked to develop proposed updates to the *SOCCCD Planning and Decision-Making Manual*. A draft of these changes was sent to all members of the DWPC on August 17, 2012, [DR 6.07] and discussed at the DWPC meeting on September 7, 2012 [DR 6.08]. The proposed changes went through the review and approval processes at both colleges and district services, and were brought back for final approval by the DWPC at the November 2, 2012, meeting [DR 6.09]. All of the documents involved in planning and decision-making, along with proposed changes, are widely available through the district's SharePoint site.

Districtwide Committee Structure

The districtwide committee structure was also addressed in relation to clarity of purpose and communication methods. Each districtwide committee now has a uniform site where the purpose, membership, meeting times, agendas, minutes, and relevant documents can be accessed by all district personnel. Standardized templates for committee agendas and minutes have also been implemented. This ensures that information regarding the recommendations and actions taken by each committee are clear and easily accessed.

It was also determined that each committee would conduct an annual self-evaluation, and post the results of that evaluation on its SharePoint site. The self-evaluation process must include the following components:

- Review of committee charge;
- Review of committee membership;
- Review of communication process; and
- Assessment of goal attainment.

On April 3, 2012, the chancellor sent an email to each of the districtwide committee chairs reminding them to conduct annual self-evaluations on the effectiveness of their committees, as outlined in the *District-wide Planning and Decision Making Manual 2011-2014* [DR 6.10]. Each committee developed its own review process and questions, and the self-assessments were

initiated in spring 2012. For example, Chancellor's Council decided to administer a self-assessment survey to all members of the committee [DR 6.11]. The results of the self-assessments were documented in committee minutes, were used to improve the effectiveness of each committee's functioning, and provided the basis for a discussion of the effectiveness of the districtwide committee structure at the November 2012 meeting of the DWPC [DR 6.12]. Committee self-assessments were conducted again in spring 2013 [DR 6.13].

The college has also begun an evaluation of its committee structure, and formed the Task Force on Committees to oversee the evaluation process. This body, which reports to the Consultation Council, is chaired by the director of marketing and communications and includes representation from each of the constituency groups.

Evaluation

The roles and responsibilities of different individuals and groups within the district have now been clearly defined. The districtwide committee structure is effective, and information regarding each committee's work is now easily accessible by all members of the college community. Evaluations of functional responsibilities and work flow are being regularly conducted, and changes are made when necessary.

Evidence for the Responses to Commission Action Letter Recommendations

- DR 1.01 SOCCCD 2011-2014 District-wide Strategic Plan
- DR 1.02 2011-2031 Education and Facilities Master Plan
- DR 1.03 Five-Year Construction Plan for 2014-2018
- DR 1.04 Five-Year Construction Plan for 2015-2019
- DR 1.05 Minutes of the Board of Trustees Meeting, June 22, 2009
- DR 1.06 Presentation to the Board of Trustees on the 2011 Education and Facilities Master Plan, May 23, 2011
- DR 1.07
- DR 1.08
- DR 1.09
- DR 1.10
- DR 1.18 SOCCCD and City of Tustin Joint Press Release, August, 14, 2013
- DR 2.01 Final report of the Accreditation Sub-Committee for Recommendation 2 Resource Allocation, July 29, 2011
<https://accreditation.socccd.edu/rtf2/Handouts/Final%20Report%20july%2029%202011%20with%20revisions%208%204%2011%20and%208%205%2011%20pdf.pdf>
- DR 2.02 District Budget Allocation Model, 2010-2011
<https://accreditation.socccd.edu/rtf2/Handouts/District%20Allocation%20Model%202010-2011.pdf>
- DR 2.03 Process for the Allocation of District Basic Aid Funds for Priority Projects
<http://www.saddleback.edu/accreditation/documents/4.84%20-%20Agenda%20Item%2016,%20August%202005%20-%20BOARD%20APPROVED%20Basic%20Aid%20Allocation%20Process.pdf>
- DR 2.04 District Budget Allocation Model, 2010-2011
<https://accreditation.socccd.edu/rtf2/Handouts/District%20Allocation%20Model%202010-2011.pdf>
- DR 2.05 Final Report of the Recommendation 2 Task Force, July 29, 2011

<https://accreditation.socccd.edu/rtf2/Handouts/Final%20Report%20july%2029%202011%20with%20revisions%208%204%2011%20and%208%205%2011%20pdf.pdf>

- DR 2.06 Minutes of the District-wide Accreditation Committee, June 17, 2011
<https://accreditation.socccd.edu/dac/Agenda%20and%20Minutes/Accred%20Minutes%206-17-11.pdf>
- DR 2.07 Board Policy 3110, Basic Aid Funds Allocation Process
<http://doclibrary.socccd.edu:2656/Documents/Business%20Services/Office%20of%20the%20Deputy%20Chancellor/BP-3110-Basic%20Aid%20Funds%20Allocation%20Process.pdf>
- DR 2.08 Minutes of the Board of Trustees Meeting, July 25, 2011
http://socccd.granicus.com/DocumentViewer.php?file=socccd_55633969f6b802631c0fdf70ab492569.pdf
- DR 2.09 Minutes of the Board of Trustees Meeting, August 29, 2011
http://socccd.granicus.com/DocumentViewer.php?file=socccd_e9e0b6fcbAAF4c3c6a877572dabf8e03.pdf
- DR 2.10 Administrative Regulation 3110, Basic Aid Allocation Process
<https://sharepoint.socccd.edu/chancellor/dwc/baarc/Handouts/AR-3110%20-Basic%20Aid%20Allocation%20Process.pdf>
- DR 2.11 Board Policy & Administrative Regulation Advisory Council
<https://sharepoint.socccd.edu/chancellor/dwc/bparac/Minutes/2012%20-%20Minutes%20-%20Board%20Policy%20and%20Administrative%20Regulation%20Advisory%20Council/2012-02-03%20Minutes.pdf>
- DR 2.12 Minutes of the Board of Trustees Meeting, February 27, 2012
http://socccd.granicus.com/DocumentViewer.php?file=socccd_7bd0cbc8068f5793f2dc2e4101babc74.pdf&view=1
- DR 2.13 Basic Aid Allocation Recommendation Committee Meeting, March 9, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/baarc/Minutes/2012%20%20Minutes%20-%20Basic%20Aid%20Allocation%20Recommendation%20Committee/2012-03-09%20-%20BAARC%20Minutes.pdf>
- DR 2.14 Basic Aid Allocation Recommendation Committee Meeting, May 11, 2012
<https://sharepoint.socccd.edu/chancellor/dwc/baarc/Minutes/2012%20%20Minutes%20-%20Basic%20Aid%20Allocation%20Recommendation%20Committee/2012-05-11%20-%20BAARC%20Minutes.pdf>

- DR 2.15 Minutes of the Board of Trustees Meeting, May 21, 2012
http://soccdd.granicus.com/DocumentViewer.php?file=soccdd_2648f08acbb7a1af8ae00bce76a29dcf.pdf&view=1
- DR 2.16 Minutes of the Board of Trustees Meeting, June 25, 2012
http://soccdd.granicus.com/DocumentViewer.php?file=soccdd_18588990924d908fe1a54b3c49b82101.pdf&view=1
- DR 2.17 Minutes of the Board of Trustees Meeting, June 17, 2013
http://soccdd.granicus.com/DocumentViewer.php?file=soccdd_fe77b07a0558ece8e5bdbdf9d516d842.pdf&view=1
- DR 2.18 Minutes of the Board of Trustees Meeting, August 26, 2013
- DR 2.19 SOCCCD District-wide Integrated Budget and Planning Handbook
<http://doclibrary.soccdd.edu:2656/Documents/Business%20Services/Accounting/District-Wide%20Integrated%20Budget%20Planning%20Resource%20Guide.pdf>
- DR 2.20 District-wide Planning Council Meeting, September 7, 2012
<https://sharepoint.soccdd.edu/chancellor/dp/dwpc/Minutes/2012%20DWPC%20Minutes/DWPC%20Minutes%2009-07-12.pdf>
- DR 2.21 District-wide Planning Council Meeting, November 2, 2012
<https://sharepoint.soccdd.edu/chancellor/dp/dwpc/Minutes/2012%20DWPC%20Minutes/DWPC%20Minutes%2011-02-12.pdf>
- DR 2.22 District-wide Technology Master Plan 2012-2017
https://sharepoint.soccdd.edu/chancellor/dwc/dwtc/Handouts/2012-2017%20SOCCCD%20Technology%20Master%20Plan%20Final_2012-05-09.PDF
- DR 2.23 District-wide Technology Committee Meeting, April 5, 2012
<https://sharepoint.soccdd.edu/chancellor/dwc/dwtc/Minutes/2012%20DTC%20Minutes/2012-04-05%20DTC%20Minutes.pdf>
- DR 2.24 Basic Aid Allocation Recommendation Committee Meeting, June 14, 2013
<https://sharepoint.soccdd.edu/chancellor/dwc/baarc/Minutes/2013%20Minutes%200-%20Basic%20Aid%20Allocation%20Recommendation%20Committee/2013-06-14%20-%20BAARC%20Minutes.pdf>
- DR 2.25 Minutes of the Board of Trustees Meeting, August 26, 2013
http://soccdd.granicus.com/DocumentViewer.php?file=soccdd_fe77b07a0558ece8e5bdbdf9d516d842.pdf&view=1

DR 3.1

DR 4.1

DR 5.01 Minutes of BPARC, February 11, 2011

<https://sharepoint.socccd.edu/sites/dwc/bparac/Minutes/2011-2-11%20Minutes.pdf>

DR 5.02 Board Policy 110, Code of Ethics–Standards of Practice

<https://accreditation.socccd.edu/rtf5/Handouts/BP-1400-Code%20of%20Ethics-Standards%20of%20Practice.pdf>

DR 5.03 Minutes of the Board of Trustees Meeting, April 25, 2011

http://socccd.granicus.com/DocumentViewer.php?file=socccd_3f0764338e3ce151faeda1d686323a82.pdf

DR 5.04 Minutes of BPARC, June 24, 2011

<https://sharepoint.socccd.edu/sites/dwc/bparac/Minutes/2011-6-24%20Minutes.pdf>

DR 5.05 Minutes of the Saddleback College Classified Senate, August 10, 2011

http://www.saddleback.edu/csenate/documents/CS_Minutes081011.pdf

DR 5.06 Minutes of the Saddleback College Academic Senate, August 3, 2011

<http://www.saddleback.edu/asenate/documents/AS8-3-11minuteswrollcall.pdf>

DR 5.07 Agenda of the Board of Trustee Meeting, September 26, 2011

http://www.socccd.edu/documents/BoardAgenda_Sept11_001.pdf

DR 6.01

DR 6.02

DR 6.03

DR 6.04

DR 6.05

DR 6.06

DR 6.07

DR 6.08

DR 6.09

DR 6.10

DR 6.11

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Responses to Visiting Team Recommendations for Increased Institutional Effectiveness

The visiting team also identified five college recommendations that were outlined in the 2010 *Visiting Team Evaluation Report*. These recommendations were:

College Recommendation 1: *Although the college and its constituent groups have achieved a collegial working relationship with the current president to address issues with a new optimism, the college does not have the same type of relationship with the district leadership and the Board of Trustees.*

The team recommends elements from both Recommendation 7 of the 1998 Accreditation Team and Recommendation 6, B and C of the 2004 visiting team that the district and Board of Trustees support the work of the college by:

- B. “Creating an environment which ensures greater administrative stability and empowerment at the college” (IV.A.1., IV.A.2., IV.B.2., and IV.B.3.); and*
- C. “Enhancing the college and district communication structure so that it is clearer to everyone who the responsible party is for making decisions and how those decisions are or will be made.” (IV.A.1., IV.A.2., IV.B.1., IV.B.2., and IV.B.3.).*

College Recommendation 2: *The team recommends that the college address the need for both maintenance and new facilities funds and use these funds to address the current safety, accessibility and educational needs of the students (III.B.1.a., III.B.1.b).*

College Recommendation 3: *The team recommends that the commitment to equity and diversity be demonstrated through multiple means including an updated Student Equity Plan and greater faculty involvement on the Equity and Diversity Committee (I.A., I.A.2.d., II.B.3.d., III.A.4., III.A.4.a.).*

College Recommendation 4: *The team recommends that the faculty have as a component of their evaluation effectiveness in producing student learning outcomes (III.A.1.c.).*

College Recommendation 5: *The team recommends that a Student Services strategic plan be developed and implemented to address issues including campus accessibility; DSPS separate locations; International Students Office accessibility and visibility; the long wait list for EOPS students; and Information Technology infrastructure, support and training (II.B.3.a., II.B.4.).*

These recommendations were not included in the ACCJC action letter, but all have been addressed by the college, and significant progress has been made in each of the areas as addressed in the following pages.

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College Recommendation 1: *Although the college and its constituent groups have achieved a collegial working relationship with the current president to address issues with a new optimism, the college does not have the same type of relationship with the district leadership and the Board of Trustees.*

The team recommends elements from both Recommendation 7 of the 1998 Accreditation Team and Recommendation 6, B and C of the 2004 visiting team that the district and Board of Trustees support the work of the college by:

- D. “Creating an environment which ensures greater administrative stability and empowerment at the college” (IV.A.1., IV.A.2., IV.B.2., and IV.B.3.); and*
- E. “Enhancing the college and district communication structure so that it is clearer to everyone who the responsible party is for making decisions and how those decisions are or will be made.” (IV.A.1., IV.A.2., IV.B.1., IV.B.2., and IV.B.3.).*

This recommendation, together with all recommendations, was initially discussed at Consultation Council on February 15, 2011, upon receipt of the Commission’s warning letter [CR 1.01]. The evaluation team had validated a collaborative working relationship among the administration, faculty, and classified staff at the college level. Although the ACCJC evaluation report commended the college for the positive change in campus climate since the last accreditation visit, the site visit had occurred when district leadership was in transition, and the report did not acknowledge the more positive working relationship between the college and district services personnel established under the interim chancellor that began in July 2010.

The Chancellor and the Board of Trustees

During November and December 2010, changes in board membership and the hiring of a new permanent chancellor further improved relationships between the college, the district leadership, and the board. This positive working relationship has been central to addressing the district recommendations, which has in turn continued to improve the college’s relationship with district services and the board. Upon the death of a longtime trustee in 2012, a recently retired Saddleback College dean was appointed to fill the vacancy, resulting in increased positivity in board/college dynamics.

The climate at board meetings has noticeably improved since these changes have occurred. Board meetings have been briefer and more collegial than in past years. The trustees have recognized these recent improvements, and at the board self-evaluation workshop on May 14, 2011, they identified a good working relationship with the chancellor and appropriate delegation of authority to college administration as two of their strengths [CR 1.02].

Strategic Planning and Collaboration

During the districtwide strategic planning process which began in March 2011, the relationship between the colleges and district services emerged as a key issue that needed to be addressed. Therefore, the first goal of the *District-wide Strategic Plan 2011-2014* was that that SOCCCD

“create a districtwide culture that is characterized by mutual respect and collaboration and celebrates the uniqueness of each institution [CR 1.03].”

The specific objectives of this goal include:

Objective 1.1. SOCCCD Chancellor will take the actions necessary to assure that employees districtwide collaborate on the achievement of common educational benchmarks.

Objective 1.2. SOCCCD Chancellor will periodically communicate directly to employees districtwide.

Objective 1.3. SOCCCD will relocate District Services to provide equitable accessibility for both campuses and facilitate a more effective district-services-college collaboration.

Work on Objective 1.1 included reviewing the results of the most recent district services satisfaction survey and developing a districtwide climate survey in order to pinpoint areas of dissatisfaction and develop plans of action. A district services satisfaction survey was conducted in 2009, 2010, 2011 and 2012 in order to identify the concerns and commendations college personnel have with each individual district services unit [CR 1.04]. Using the 2011 data from the survey as benchmarks for AURs, each district services unit created an improvement plan to address the concerns identified. The *District Services Administrative Unit Reviews 2011–2012* was published on the district services planning SharePoint site in May 2011, [CR 1.05] and the *District Services Survey Results 2011 Evaluation & 2011-2012 Action Plans* was published in August 2011 [CR 1.06]. The action plans were also distributed via email to all district employees on August 31, 2011, as one of a number of efforts to improve districtwide communication by the chancellor. The district services AURs are updated annually and posted to the district services SharePoint site [CR 1.07].

A districtwide climate survey was also developed by DWPC and administered to all district employees from October 24, 2012, through November 16, 2012 [CR 1.08]. Results from the survey were distributed to DWPC members at the annual retreat on June 26, 2013 [CR 1.09]. These results, which still indicate the need for continued work in this area, were utilized in the development of goals for the 2014-2020 districtwide strategic plan.

The second main focus of Objective 1.1 concerned the perceived barriers to collaboration and cooperation throughout the district. The college presidents were charged with the development of a plan to address the top five barriers to collaboration and cooperation across the district. In order to start this process, a workshop to identify the barriers was held on June 12, 2012, with members of Chancellor’s Council [CR 1.10]. The workshop was facilitated by Dr. Eva Conrad, the same consultant who assisted in the development of the initial districtwide strategic plan. The five barriers were:

Barrier 1: Unhealthy competition among Irvine Valley College, Saddleback College, and district services

Barrier 2: Lack of utilizing data and metrics for decision-making

Barrier 3: Circumvention and lack of established policies, procedures, and protocols

Barrier 4: Lack of districtwide perspective and mutual understanding and acceptance of the roles of each college and district services

Barrier 5: Lack of district policy encouraging civility, respect, and collegial behavior

Task forces were then established for each of the barriers. The charge of these task forces was to identify and analyze the causes of the barriers and to recommend solutions. The work of the task forces was completed in early fall 2013 and a presentation on the resulting recommendations was given at DWPC on September 6, 2013 [CR 1.11].

District Services and the colleges also worked independently to identify perceived barriers and create independent statements of mutual respect and civility. Saddleback College, through the work of all constituent groups, created a Statement of Mutual Respect and Collegial Behavior that was approved by Consultation Council in June 2012 [CR 1.12]. This statement is the college's guiding principle for all members of the college community, including administrators, managers, faculty, staff, and students, and demonstrates the college's commitment to upholding the highest professional and ethical standards. As addressed in the Statement of Mutual Respect and Collegial Behavior, each constituent group has its own statement on ethics or code of conduct by which individuals are expected to abide.

Delineation of Responsibilities

The directive to create "an environment which ensures greater administrative stability and empowerment at the college" was largely accomplished through the clarification of roles and responsibilities. The delineation of functional responsibilities between district services and the colleges was articulated in a comprehensive function map created by the District Recommendation 1 Task Force consisting of representatives from both colleges and district services [CR 1.13]. This document identifies each responsibility as primary, secondary or shared. Saddleback College representatives on the task force presented the drafted function map to the campus governance groups for review and input. Working independently, each college edited its respective narrative sections, and then reconvened the task force to achieve consensus and develop a final draft. The final draft was forwarded to the Districtwide Accreditation Committee, approved on July 8, 2011, and posted on the district SharePoint site [CR 1.14].

Enhanced Communication

In an effort to enhance "the college and district communication structure so that it is clearer to everyone who the responsible party is for making decisions and how those decisions are or will be made" (Recommendation 6 C of the 2004 visiting team), the chancellor has worked to

improve the transparency of decision-making through processes established in response to district recommendations 1, 2, 3 and 5 and developing multiple methods for the communication of decisions. For the past two years, regular open forums at each campus are held by the chancellor, the college president, and members of the board [CR 1.15]. Additionally, information is regularly sent to all district employees in the form of Board Meeting Highlights [CR 1.16] and the Chancellor's Newsletter [CR 1.17].

Evaluation

Saddleback College strives to foster a climate of civility and optimism. The college has achieved a collegial working relationship with the district leadership and the board and has demonstrated a commitment to defining, evaluating, and improving the college's relationship with Irvine Valley College and district services. Actions taken to date have set up an infrastructure that will continue to improve transparency, communication, and trust among the chancellor, the board, district services personnel, and the two colleges.

College Recommendation 2: *The team recommends that the college address the need for both maintenance and new facilities funds and use these funds to address the current safety, accessibility and educational needs of the students (III.B.1.a., III.B.1.b).*

The college, in conjunction with district services, has continued to address the ongoing need for maintenance and new facilities. The 2011-2031 EFMP was approved by the board at the June 25, 2012, meeting [CR 2.1], and is the primary planning document for new facilities necessary to meet the educational needs of students. The *Five-Year Construction Plan for 2014-2018*, an annualized report that prioritizes projects identified in the EFMP for completion in the upcoming five years, was also approved at the June 25, 2012, board of trustees meeting, [CR 2.2] and submitted to the California Community Colleges (CCC) Chancellor's Office as required, and The *Five-Year Construction Plan for 2015-2019* was approved at the March 18, 2013 meeting [CR 2.3]. The five-year construction plan is collaboratively devised each year. A draft plan is initially developed by the district executive director of facilities planning, purchasing, and materials management, reviewed by the college presidents, and revised if necessary until a consensus is reached. If there are significant changes from the previous year, such as following a five-year update of the EFMP, then the presidents will take the report back to the constituent groups at each college for additional review and revisions.

The district is also working on the development of an integrated 20-year facilities, renovation, and scheduled maintenance management plan. Rather than create a plan without the necessary comparative data to have a sufficient understanding of the facilities needs at both college, the Capital Improvement Committee (CIC), which is composed of representatives from both colleges and district services, decided to contract services from various outside vendors (including SchoolDude, Alpha Facilities, Inc., Facilities Planning and Program Service Inc., and the Foundation for California Community Colleges) to assess the conditions of all facilities at both colleges and to create a database for the tracking and monitoring of the future maintenance of those facilities. When completed, the tracking system will include a work order module, a preventative maintenance module, and a scheduled maintenance module. The cost for these vendors was approved by the board of trustees at its meeting on June 25, 2012 [CR 2.4]. In the interim, the existing college 20-year facilities and maintenance plans have been used by CIC to create short-term prioritized lists for capital improvement and scheduled maintenance.

Accessibility and safety issues are assessed and reviewed on an ongoing basis. Accessibility issues are integrated into any new building or renovation plan as mandated by state and federal guidelines such as Title 24 of the California Code of Regulations on building standards.

The college also addresses the safety issues through the Injury, Illness, and Prevention Plan (IIPP) [CR 2.5]. Based on this plan, the maintenance department conducts periodic inspections and identifies issues to be resolved. In addition, the college uses a safety consultant, Keenan and Associates to inspect the college annually and provide a detailed report. If a specific issue arises, the dean or director responsible for the area can also submit a work order via the Facilities, Maintenance & Operations online work order system. If the college is unclear on how

to resolve an issue, it confers with the risk management in district services for a recommendation.

Evaluation

Saddleback College has collaborated with both district services and Irvine Valley College to address the longstanding and ongoing needs for maintenance, renovations, and new facilities within the district concerning the safety, accessibility and educational needs of students and employees. Long-term plans have been developed, and new committee structures have been put in place in order to ensure that the specific needs of the colleges are met and that the processes are open, transparent and fair. Although the college has its own 20-year facilities, renovation and scheduled plan, work continues on an integrated districtwide plan and management system. The process for creating this new plan has been comprehensive and collaborative, and will lead to a greater understanding of the facilities needs at each institution and the most equitable means of distributing funds.

College Recommendation 3: *The team recommends that the commitment to equity and diversity be demonstrated through multiple means including an updated Student Equity Plan and greater faculty involvement on the Equity and Diversity Committee (I.A., I.A.2.d., II.B.3.d., III.A.4., III.A.4.a.).*

Saddleback College is committed to equity and diversity, as evidenced in two of the college's core values:

Inclusiveness

We cultivate equity and diversity by embracing all cultures, ideas, and perspectives.

Global Awareness

We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.

Moreover, there are several board policies dealing with issues of equity and diversity. BP 4010, Commitment to Diversity, addresses the district's commitment to diversity in hiring. It reads:

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and professional development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

BP 5410, Student Equity, discusses the need for a Student Equity Plan that addresses:

- *institutional barriers to equity;*
- *goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group;*
- *activities most likely to be effective to attain the goals, including coordination of existing student equity related programs;*
- *sources of funds for the activities in the plan;*
- *a schedule and process for evaluation of progress toward the goals; and*
- *an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.*

In 2005-2006, a task force of administrators, managers, faculty, staff and students, came together to write the state-mandated Student Equity Plan. Although updates to this plan were no longer required after 2006, the college continued to work on the goals and strategies that were outlined, and made significant progress in some areas. For example, staff diversity has increased, especially among managers and administrators, and services such as EOPS have been improved.

In 2006-2007, the task force was reconfigured as the Equity and Diversity Committee, and is a standing committee of the Academic Senate. The committee was active from 2006-2008, but then, due to a lack of leadership, became defunct. In 2011, the committee was revived, and approximately fifteen faculty members have been appointed to serve on the committee. Two faculty members are co-chairs of the committee, and they are working closely with the vice president for student services to review and update the Student Equity Plan for 2013-2014.

The Equity and Diversity Committee, in conjunction with the Ethnic Studies Advisory Committee, a standing committee of the Academic Senate responsible for overseeing the Ethnic Studies program and curriculum, are active in sponsoring diversity events for students and staff. Last year, the committee sponsored an event on campus entitled “Living in the Bubble: Social Issues in Orange County.” The event was held over a three day-period in November 2012, and brought members of the community to campus to raise awareness about issues such as homelessness, poverty, addictions, and mental illness. More than a thousand students attended the event, which will take place annually. The committee is currently working with governance groups on campus to create a policy regarding transgender bathroom use. A draft of this policy was approved by the Academic Senate on May 15, 2013 [].

Equity issues are also being addressed through the Student Success Taskforce student scorecard recommendations. The scorecard provides ways to measure success in all areas, such as Basic Skills and CTE, in relation to ethnicity, age, and gender. Saddleback is starting to look at metrics made available through the scorecard, and anticipates incorporating some of these measures into its benchmarking activities. The college will analyze and monitor these equity-based metrics as part of its revival of the Equity and Diversity committee and strategic planning processes.

Recognizing the need to continue to support underrepresented students despite state budget cuts and a reduction in categorical allocations beginning in 2009, the college made a decision to fund categorical programs such as EOPS and CalWORKS at the same levels through general fund monies with no reduction in services to these students.

Evaluation

Saddleback College demonstrates its commitment to equity and diversity in a variety of ways, including services, curriculum, and extra-curricular activities. The Equity and Diversity Committee has been reinvigorated and includes representatives from faculty, staff, and administration. This committee is working with the Planning and Budget Steering Committee to

evaluate and revise the current Student Equity Plan, and to integrate the goals and objectives with other planning initiatives across campus.

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College Recommendation 4: *The team recommends that the faculty have as a component of their evaluation effectiveness in producing student learning outcomes (III.A.1.c.).*

Saddleback College continues its commitment to student learning and student success. As part of that commitment, Saddleback has addressed the need for Student Learning Outcomes (SLO) development and assessment as an integral part of faculty evaluations. Article XVII of the *Academic Employment Master Agreement, 2010-2014*, addresses probationary, tenured and part-time faculty evaluations. Section II.A.2.iii, on page 42 of the contract, reads:

*Each evaluation may include information relevant to the instructional duties assigned to the faculty member, including participation in curriculum development and review, and in development and assessment of **student learning outcomes**. Any information included in the probationary faculty member's evaluation regarding participation in curriculum or **student learning outcomes process** must be verified and documented.*

In addition, the current *Faculty Performance Evaluation Review* form requires the rating of faculty on the publishing of SLOs in the course syllabus and is used to evaluate participation in curriculum and student learning outcomes. The current process complies with all Board Policies, Administrative Regulations and College Policies and Procedures.

The Educational Planning and Assessment Committee (EPA), a standing committee of the Academic Senate, tracks each programs' compliance with SLO assessment and program review procedures. Department chairs are responsible for gathering assessment data from the faculty within their department, inputting results into TracDat, and coordinating program review. Department chairs, therefore, are aware of each individual's participation in the assessment and review processes and can use this information in the evaluation of faculty, as long as it is adequately documented.

Evaluation

Saddleback College has demonstrated its commitment to the SLO assessment and program review processes through the institutionalization of the faculty-led Educational Planning and Assessment (EPA) Committee. This committee oversees outcomes assessment on campus and facilitates the dialogue on the use of assessment results for continuous improvement of the college's courses and programs. Faculty at the college are evaluated on a regular basis in accordance with the *Academic Employment Master Agreement, 2010-2014*. As part of the evaluation process, faculty must demonstrate their participation in SLO assessment and program review within their departments.

College Recommendation 5: *The team recommends that a Student Services strategic plan be developed and implemented to address issues including campus accessibility; DSPS separate locations; International Students Office accessibility and visibility; the long wait list for EOPS students; and Information Technology infrastructure, support and training (II.B.3.a., II.B.4.).*

The college views student services as a major component to the college strategic plan and has included the tenets of the student services mission and vision in the student affairs portion of the college's plan. Accordingly, a specific document focusing only on student services has not been established but significant progress has been made to address the concerns of the 2010 accreditation visiting team.

Members of the student services team, led by the vice president of student services, have been working on the development of a unified sense of mission and vision that aligns with the mission and vision of the college. Collaborative efforts at all levels have occurred and the team has met on multiple full and half day retreats in order to focus on the development of a set of shared core values [CR 5.01]. The results of these meetings included the identification of the following student services-wide core values:

Whole-Student Approach

Student Services will provide resources and make appropriate referrals to meet the comprehensive needs of Saddleback students.

Collaboration

Student Services will work collaboratively across campus to provide the best possible educational experience for our students.

Innovation

Student Services will strive to produce the highest quality outcomes and to develop more effective ways of delivering services.

Excellence

Student Services will dedicate itself to excellence in academics, student support, and community service.

Mutual Responsibility

Student Services will act with integrity and will accept our mutual role in student success.

Learning-Focused

Student Services will help students acquire knowledge and skills essential for their success.

Accessibility/DSPS Separate Locations

To better address the needs of DSPS students, the college increased facilities space available to the DSPS program. Due to the renovation of the student services center and the LRC, additional space was added on the lower campus section of the college, known as the village. DSPS has three locations in the student services center, the village, and the kinesiology/athletics complex. The space added in the village is located close to disabled parking locations, on flat terrain, and readily accessible to students. As the college reduces its use of the village, the DSPS office will be consolidated and services will be provided from a single location. The current plan is to consolidate the three locations when the college completes the construction of the gateway building, which will centralize a majority of student services into a single location. In the meantime, the college purchased a wheelchair accessible cart and funded a driver to transport disabled students between the locations as needed. Accessibility of DSPS services remains a challenge because of the campus topology, but the college is committed to providing access and support for disabled students and community members.

To ensure that DSPS students are provided with information that will assist them in succeeding at the college, the Special Services office has created a Student Information Handbook [CR 5.02] that provides detailed information on available services, procedures to obtain assistance, location of services, and advice on how to succeed.

International Students Office Accessibility and Visibility

During the ACCJC visit related to the college's 2010 Self Study, the International Students Office was located in a temporary office adjacent to Admissions and Records. Student access to the office was difficult and not visible. During the spring of 2011, the International Students Office was relocated to office space within the Student Service Center, which has direct access from the college quad area for student access. The office includes an open reception and meeting area; as well as a private office for the International Students Program Specialist. The new office space is adjacent to other student service offices with the intention of integrating international students into the social fabric of our institution.

Long Wait Lists for EOPS Students

The Extended Opportunity Program and Services (EOPS) department provides an important service to the student community of the college. Because of the demand for services, students needed to plan early and follow the established rules and requirements of the program. Prior to August 2010, the EOPS program maintained an "application pool" in order to screen student eligibility. This process was cumbersome since each application had to be reviewed prior to the student receiving services. In 2010-11, the process was streamlined. Students are now pre-screened prior to the application process, which has led to a reduction in processing time. In most cases, students are screened and notified within one week of the application date. Since the department changed the screening process, student wait lists are no longer necessary.

Students who meet the eligibility requirements and become part of EOPS can meet with counselors, receive priority registration, and receive assistance for various financial aid programs. In order to better serve students, the EOPS office has increased the dissemination of

information through its website [CR5.03] as well as through the establishment of a presence on Facebook and Twitter.

Information Technology Infrastructure, Support and Training

The college has been continuously working on increasing its use of information technology in order to improve student success, leading to a greater need for student support and training in this area. A joint effort with district and college IT, the online education and learning resources division, and student services, has increased student access to current computer technologies and the internet. Further, students have access to technical support through a new website designed to answer the majority of student questions [CR 5.04]. Students also have access to 24/7 online and voice support for Blackboard through an outside technology support service [CR 5.05].

The college has made significant progress in the implementation and utilization of MAP. Counselors and district IT personnel meet bi-weekly to address problems and to perform upgrades and general software troubleshooting, and system performance has improved significantly. With this improved performance, counselors are able to use the system during counseling sessions more effectively. The MAP database continues to be improved and additional data will be included once an articulation specialist can be brought on board to focus on evaluating course equivalencies between institutions. Once the database is expanded, counselors and Admissions & Records will be able to evaluate transcripts more efficiently.

In fall 2011, the division of Online Education & Learning Resources and the Distance Education Committee launched a series of student focused workshops offered each semester focused on student success using technology entitled “How to Succeed in an Online or Hybrid class.” These free workshops are taught by faculty members and provide students with the information to succeed primarily in online and hybrid modalities [CR 5.06]. Further, the division maintains a Student Help Resources web site to provide students with a single point of reference for technical and general support [CR 5.07].

Evaluation

The college has made significant progress in addressing the recommendations of the visiting team. Student services has been an integral part of the college strategic planning process and has addressed accessibility and visibility for its support services. The process continues to be refined as student needs are identified and fiscal resources become available.

Evidence for the Responses to Visiting Team Recommendations for Increased Institutional Effectiveness

CR 1.1

CR 2.1

CR 3.1

CR 4.1

CR 5.01 All Student Services Meeting 2012 NEED DATE

CR 5.02 Special Services Student Handbook

CR 5.03 Extended Opportunity Program and Services Website
<http://www.saddleback.edu/eops>

CR 5.04 Student Technical Support Website
<http://saddleback.edu/de/student-technical-support/>

CR 5.05 Blackboard Support Center Website
http://saddleback.edusupportcenter.com/sims/helpcenter/layoutNine/SelfHelpHome.seam;jsessionid=980A6B275959CA3D64174BA3FBD46394.node5?inst_name=saddleback&cid=16111

CR 5.06 “How to Succeed in an Online or Hybrid Class” Workshop Flyer

CR 5.07 Student Resources Website
<https://www.saddleback.edu/student-resources>



Responses to Self-Identified Planning Agendas

Planning Agenda	Progress to Date
Standard II.A.1 The institution demonstrates that all instructional programs, regardless of location or means of delivery, address and meet the mission of the institution and uphold its integrity.	
The college has identified the need for leadership in developing its distance education programs and has created the director of online education and instructional technology training position responsible for developing, monitoring, and assessing distance education programs and courses and training in instructional technologies. The hiring process to fill this position is under way.	This planning agenda has been completed. As the college initiated the hiring process for the director of online education and instructional technology training, the college realized that it needed to place online education and instructional technology as a higher priority and needed to create a position that would be a leader in the area. Accordingly, the dean of online education and learning resources was appointed to a new college division that included oversight of the college library, LRC tutoring, basic skills, and online education, including the Center of Instructional Design and Distance Education (CIDDE) [PA II.01]. This new division coordinates online education and learning resources for the entire college and coordinates the college's efforts toward student success for both faculty and students.
Standard II.A.6.b When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.	
The district board of trustees will develop a board policy that addresses program discontinuance and substantive program change.	This planning agenda has been completed. Administrative Regulation 5220 addresses program discontinuance, and assigns the responsibility for the development of both a review process and a program discontinuance policy to each college [PA II.02]. At Saddleback College, the review process is conducted in two ways. The first method is through the regular evaluation of program curriculum in

Planning Agenda	Progress to Date
	<p>accordance with Title 5 section 55130(d) and Education Code section 78016 [PA II.03] as overseen by the Curriculum Committee. During this review, known locally as technical review, the curriculum of CTE programs is evaluated and updated every two years, and the curriculum of all other programs is evaluated and updated every five years. The second method is through a more comprehensive self-evaluation each program undergoes during the bi-annual program review process as overseen by the Educational Planning and Assessment Committee. This process entails a review of each instructional program based upon such areas as staffing, curriculum and instruction, student success, facilities and infrastructure, and community outreach [PA II.04; PA II.05].</p> <p>The Academic Senate developed the process for program discontinuance inquiry and established the criteria by which a program would be considered for discontinuance. This policy has been in effect since 2005, is regularly updated, and is available on the senate website [PA II.06].</p>
Standard II.B.3.c The institution designs, maintains, and evaluates counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function.	
The counseling division will work with the district and college IT services to improve online resources (II.B.3.c).	<p>This planning agenda has been completed and is ongoing. The counseling services division, in concert with college technology services, launched online counseling appointment scheduling using SARS software in order to reduce the number of students waiting in line or on the phone to schedule their appointment.</p> <p>Counseling faculty meet biweekly with district IT staff and consultants to troubleshoot technical issues with MAP and with the Project ASSIST website. A major accomplishment of this collaboration has been the</p>

Planning Agenda	Progress to Date
	<p>reduction in the speed of loading data in MAP from several minutes to several seconds.</p> <p>Matriculation faculty and staff have been working with district IT staff to serve as a test group for the launching of Sherpa, a software platform developed by the district to ensure greater student success by guiding students through the registration process and allowing for targeted contact with them [PA II.07]. Sherpa sorts students by specific characteristics so that tailored online notifications can be delivered to them. Matriculation has successfully used Sherpa to notify first semester probation students of required workshop attendance. Having this information sent individually to each probationary student has resulted in a significant increase in the number of students participating in the probation workshops.</p>
<p>Standard III.A.1 The institution assures the integrity and quality of its programs and services by employing personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services.</p>	
<p>The ethics statements will be reviewed annually by the appropriate groups, disseminated to each group's membership, and included in new-employee orientation.</p>	<p>This planning agenda has been completed. Saddleback College, through the work of all constituent groups, created a Statement of Mutual Respect and Collegial Behavior that was approved by Consultation Council in June 2012 [PA III.01]. This statement is the college's guiding principle for all members of the college community including administrators, managers, faculty, staff, and students, and demonstrates the college's commitment to upholding the highest professional and ethical standards. As addressed in the Statement of Mutual Respect and Collegial Behavior, each constituent group also has its own statement on ethics or code of conduct by which individuals are expected to abide.</p>

Planning Agenda	Progress to Date
	<p>Copies of all the college ethics statements (Saddleback College Statement of Mutual Respect and Collegial Behavior; Saddleback College Faculty Code of Ethics and Professional Standards; Saddleback College Classified Senate Code of Ethics; and the SOCCCD Administrator and Manager Statement of Ethics) have been provided to Human Resources and they are distributed to all new employees and included in the new employee orientation.</p> <p>The college also works to make current employees aware of the statements and the principles that are included in them. A copy of the Saddleback College Statement of Mutual Respect and Collegial Behavior is posted in offices and meeting rooms across the campus. On June 4, 2013, the college held its first annual college governance retreat, attended by representatives from each constituent group [PA III.02]. During the retreat, participants reviewed the statement and discussed the steps they take as individuals to uphold it in their day-to-day encounters with others.</p>
<p>Standard III.A.1.b The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented.</p>	
<p>The college will develop clear tenure review guidelines for conducting faculty evaluations and will improve the process for tracking all faculty evaluations.</p>	<p>Work is continuing on this planning agenda. Tenure review guidelines are set forth in Article XVII of the Academic Employee Master Agreement 2011-2014 [PA III.03]. The article describes the intended purpose of evaluations as well as the specific procedures and timelines by which they are conducted.</p> <p>Human resources is currently working on a project for improving the</p>

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	<p>maintenance and tracking of faculty evaluations. This will result in a fully automated process through the expanded use of its current human resources management system, PeopleAdmin 7. This will allow for the tracking of the evaluation process while still maintaining confidentiality. The district implemented a soft rollout of this new functionality of PeopleAdmin 7 in June 2013, with the goal of full implementation within two years</p>
Standard III.A.3.a The institution establishes and adheres to written policies ensuring fairness in all employment procedures.	
<p>The college, through its relevant governance groups, will work with district human resources to institute an ongoing, systematic review of all personnel-related policies and procedures.</p>	<p>Work is continuing on this planning agenda. In order to update and review all board policies and administrative regulations, the district has hired a consultant to coordinate the process. When the consultant was hired in fall 2010, there were 52 board policies that had not been reviewed in 10 years or more. The consultant, under the supervision of the vice chancellor of business services, is currently working with BPARAC to review all policies and administrative regulations, develop a plan to revise all policies and regulations needing updates, and to create an ongoing three-year review schedule. With this new process, the formatting of board policies was changed so that the revision dates are now clearly indicated in the footer of each policy.</p> <p>BPARAC is the districtwide committee charged with writing, reviewing, and revising board policies and administrative regulations. This committee ensures that all proposed changes go through a vetting process with all shared governance groups on both campuses. Once a board policy has been agreed to by both colleges and finalized by BPARAC, it is then forwarded to Chancellor's Council for review, where it will either be returned to BPARAC for further revisions or sent to the trustees for review</p>

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	<p>and study.</p> <p>Personnel-related policies and procedures follow the same process. BPARAC is currently reviewing the hiring and evaluation procedures of administrators and managers, including the chancellor. Moreover, the vice chancellor of human resources has convened a task force with members of the faculty association and academic senate to make recommendations on the policies related to faculty roles and responsibilities and department chair roles and responsibilities. The task force began meeting on August 2, 2013 [].</p>
<p>Standard III.A.5.b With the assistance of the participants, the institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.</p>	
<p>The college will work with the faculty and classified staff development committees to ensure that evaluations are completed and the findings are reviewed with the goal of improving staff development activities.</p>	<p>This planning agenda has been completed and is ongoing. The college has a strong faculty and staff development program. This includes nine full days of in-service each year, required professional development/flex hours for faculty, and competitive funding for individuals to attend conferences and off-campus training.</p> <p>The college strives to streamline the reporting process for faculty and expand the offerings available. The faculty development (FLEX) coordinator has made huge strides in streamlining the process of reporting and increasing availability of faculty development opportunities. During the last two years, all recorded sessions, handouts, and PowerPoint presentations have been made available on the faculty development website. A FAQ web page and handbook were created to assist faculty with questions regarding faculty development, including the activities available. In addition, faculty are regularly surveyed to ensure that the training and</p>

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	<p>development needs are being met. The last evaluation survey was administered during the spring 2013 semester, and the results indicated that faculty were overwhelmingly pleased with the opportunities available to them.</p> <p>During the last three years, specific activities were created for associate faculty. For example, an associate faculty dinner was held each semester during in-service week and new associate faculty orientations were offered in the summer of 2011 and 2012. The activities provided associate faculty with the opportunity to become more familiar with the college and to meet and interact with administrators, full-time faculty, and other part-time faculty with whom they might otherwise have limited contact.</p> <p>Many in-service activities are also organized specifically for classified employees, and classified staff are encouraged to participate in other activities offered during that week. In addition, other classified development days are organized during the year, such as the SOCCCD Classified Staff Development Day. Classified staff have also been supported in their involvement to help create a portal for staff development statewide. The portal, known as <i>California Career Café</i>, allows users to explore what is happening at other community colleges in the state. [http://cacareercafe.ning.com/].</p> <p>The college continues to support faculty and classified staff by providing funds for off-campus activities and conferences through the academic and classified senates.</p> <p>The college has also created the Institute for Teaching and Learning (ITL) to centralize ongoing faculty development activities and the Center for</p>

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	Instructional Design and Distance Education (CIDDE) to offer training and support to faculty in the area of instructional technology. The ITL and CIDDE are co-located in a space designed to facilitate faculty interaction.
Standard III.B.1 The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.	
The college will explore and secure funding sources for the <i>20-year Facilities and Scheduled Maintenance Plan</i> .	<p>This planning agenda has been completed and ongoing. One of the stated goals in the college's 2010-2013 strategic plan was to find funding for the <i>20-year Facilities and Scheduled Maintenance Plan</i>. The college worked with the Capital Improvement Committee (CIC) to find funding for identified projects and to establish a mechanism to create an integrated 20-year facilities, renovation, and scheduled maintenance plan that would establish districtwide priorities. In order to create this plan, CIC determined that the district needed to have comprehensive comparative data by which to evaluate the current facilities needs at both colleges. Therefore, the committee selected and contracted several vendors (School Dude, Alpha Facilities, Inc., Facilities Planning and Program Service Inc., and the Foundation for California Community Colleges) to assess all facilities at both colleges and to create a monitoring system. When completed, this system will include a work order module, a preventative maintenance module, and a scheduled maintenance module. The assessment is still in progress, with the expectation that it will be finalized in fall 2013. Using the data generated by this process, the integrated 20-year plan will then be developed by CIC in consultation with the colleges in spring 2014.</p> <p>In the meantime, the existing 20-year facilities and scheduled maintenance plans at both colleges and the <i>5-Year Construction Plan</i>, which is reviewed</p>

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	<p>annually, are being used to establish priorities for basic aid funding by CIC and BAARC.</p> <p>For 2013-2014, the college was able to secure funding for the following maintenance and renovation projects[Board meeting 6/17/13]:</p> <ul style="list-style-type: none"> • Library Renovations - \$4,950,000 • ATAS Renovation and Swing Space - \$3,714,000 • Storm Drain, Parking Phase IA, and Practice Fields - \$7,638,000 • Fine Arts Complex Renovations - \$5,750,000 • Electrical Distribution Repairs - \$200,000 • PE 100 HVAC Maintenance - \$800,000 • PE 200 Bleacher Replacement - \$725,000
Standard III.D.1.c When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies and plans for payment of liabilities and future obligations.	
As outlined in the 2010-2013 Strategic Plan, the college will ensure that its <i>20-year Facilities and Scheduled Maintenance Plan</i> is a high priority for allocation of District funds.	This planning agenda has been completed and is ongoing. See progress outlined in the above planning agenda.
Standard IV.A.2.a Faculty and administrators have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. Students and staff also have established mechanisms or organizations for providing input into institutional decisions.	
Board Policy 4056 will be reviewed and revised to provide separate procedures for the recognition and	It was determined that this planning agenda was not necessary. Board Policy 4056, Classified Employees Participation in Decision Making, [PA

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<p>appointment of classified bargaining unit members and classified managers to represent their constituent groups on districtwide and college committees for matters related to governance.</p>	<p>IV.01] was reviewed by BPARAC on August 27, 2012, [PA IV.02] and slightly revised to ensure its continued alignment with California Education Code Section 70901.2. It was decided that this policy only applies to classified employees. Classified managers are represented as a separate entity on all districtwide and college committees. The college has taken steps to ensure that classified managers and academic administrators have equal representation.</p>
<p>Board Policy 4056, 4011, et seq., will be revised to harmonize with each other as they delineate classified managers being appointed to serve on college and district committees.</p>	<p>It was determined that this planning agenda was not necessary. As stated above, Board Policy 4056 was reviewed and revised by BPARAC. Board Policies 4011, Employment Procedures for Administrators and Managers, [PA IV.03] and 4011.6, Employment Procedures for Chancellor, [PA IV.04] address the appointment of administrators and classified managers on search committees for the hiring of administrators, classified managers, and the chancellor. Administrators and managers comprise the majority of appointees on these committees. This is in alignment with current district and college practices.</p>
<p>The ASG will be asked to appoint students to serve on districtwide committees. The college and district leadership will facilitate student participation on district committees.</p>	<p>This planning agenda has been completed and is ongoing. The college and district have taken numerous steps to include students on districtwide and college committees, and to facilitate their active participation on these committees. On the district level, students serve on BPARAC [PA IV.05] and the Chancellor's Council, [PA IV.06] and the Associated Student Government (ASG) presidents at both colleges attend all board meetings and give a report on their activities to the trustees [PA IV.07].</p> <p>On the college level, students serve on the Consultation Council, [PA IV.08] Marketing and Communications Committee, [PA IV.09] Outreach Committee, [PA IV.10] the Food and Beverage Committee, [PA IV.11] the Parking Committee, [PA IV.12] the Commencement Committee, [PA IV.13]</p>

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	<p>Student Success Task Force, [PA IV.14] all standards committees for accreditation, each of the strategic planning groups, and the Saddleback Foundation Board [PA IV.15]. ASG members also attend Academic Senate meetings and make regular reports to that body [PA IV.16].</p> <p>While both the district and the college have long recognized the importance of including students in the governance process, over the last three years concrete steps have been taken to ensure their active participation. As an example of this, during the college's governance retreat held on June 3, 2013, six student representatives were invited and were an integral part of the activities [PA IV.17].</p>
<p>In recognition that students who participate will often have to choose between work or study activities, often to the detriment of their academic advancement or financial situation, part of the facilitation process may include incentives in the forms of student scholarships, priority registration, or stipends.</p>	<p>This planning agenda has been completed. As an incentive to participate in ASG leadership, such students receive priority registration as per BP 5210, Enrollment Priorities, [PA IV.18] and AR 5210, Enrollment Limitations and Priorities [PA IV.19] Beginning in fall 2013, the Student Life Office began instituting a new co-curricular transcript so that student participation can be recognized and documented. This transcript lists all activities in which a student participated while at Saddleback College and can be used in college and job applications.</p>
<p>Standard IV.B.1.b The governing board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.</p>	
<p>Consideration will be given for a policy to be amended or created in the 100 Series (Board of Trustees) that would clearly state the board expectations for quality, integrity, and ongoing improvement of student learning programs and</p>	<p>It was determined that this planning agenda was not necessary. BP 112, Duties and Responsibilities of the Board of Trustees, last revised on May 20, 2013, clearly states the board's commitment to establish the mission of the college, to assure the development and implementation of short-term and long-term plans, to assure financial health and stability, to monitor the</p>

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services as they relate to the mission statement.	institutional effectiveness and educational quality of the district's colleges, to work respectfully with one another, and to establish policies that implement the district's mission and goals and set prudent, ethical and legal standards for college operations [PA IV.20].
The third philosophy statement, found in the 2009 final budget, will be revised to explicitly reference the district mission statement.	<p>This planning agenda has been completed. On August 23, 2013, DRAC revised the board's budget philosophy, as contained within the budget development guidelines, to read:</p> <p style="padding-left: 40px;">The Board of Trustees shall support and follow fiscal policies that:</p> <ol style="list-style-type: none"> 1. Ensure wise and prudent use of public resources 2. Promote financial strength and stability 3. Maximize educational opportunities for students, <i>in accordance with the district's mission statement</i> [PA IV.21]. <p>This was approved by the board, along with the adopted budget for fiscal year 2013-2014, at its August 26, 2013 meeting [PA IV.22].</p>
Standard IV.B.1.e The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.	
The board will consider creating additional avenues for the free exchange of information with those who are closest to working with our students.	<p>This planning agenda has been completed and is ongoing. Within recent years, the chancellor has actively worked to provide more educational opportunities for trustees in order to deepen their understanding of college needs. For example, at eight different board meetings, presentations were made by faculty and administrators from both colleges on each of the Student Success Task Force recommendations [PA IV.23].</p> <p>The board also regularly requests additional reports on various topics. Recent requests have included a report on local partnerships for CTE and a</p>

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	<p>report on services available for student veterans [PA IV.24].</p> <p>Additionally, the chancellor and members of the board hold districtwide forums each semester at the colleges [PA IV.25]. These provide opportunities for district employees to directly address members of the board on issues of wide-ranging concern in an informal setting.</p>
<p>The board will examine if it is time to revise and align Guiding Principle #7 pertaining to basic aid so that this budget-related guiding principle will reflect current Board practices.</p>	<p>This planning agenda has been completed. Guiding Principle #7, which states that basic aid funds can only be spent on one-time expenditures, was reaffirmed by the board through the passing of BP 3110, Basic Aid Funds Allocation Process [PA IV.26] and AR 3110, Basic Aid Allocation Process, [PA IV.27] thus bringing the practices of basic aid allocation into line with the principle.</p>
<p>The board will adopt the policy, currently in development, that delineates the process for allocating basic aid resources.</p>	<p>This planning agenda has been completed. The basic aid allocation process, BP 3110 [PA IV.28], which requires that all basic aid funds be allocated in accordance with district and college plans, was approved by the board of trustees on August 29, 2011 [PA IV.29]. AR 3110 [PA IV.30], the administrative regulation associated with BP 3110, was approved by BPARAC on February 3, 2012 [PA IV.31], and presented to the board of trustees as an information item on February 27, 2012 [PA IV.32]. The purpose of AR 3110 is to show the exact process by which the district will utilize the long-term master plan, short-term strategic plans, and other planning documents to determine the allocation of basic aid funds. AR 3110 also established the formation of BAARC, the committee chaired by the vice chancellor of business services that oversees the entire basic aid allocation process, assesses its effectiveness, and makes recommendations for further refinement of the process.</p>
Standard IV.B.1.f	

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The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.	
The trustees will consider amending Board Policy 109, Board Education, to address a need for training in accreditation standards and expectations.	This planning agenda has been completed. BP 109, Board Education, [PA IV.33] was revised to include accreditation standards and expectations as part of the list of professional development items for trustees, and approved by the board at the September 23, 2013, meeting [PA IV.34].
Standard IV.B.1.g	
The board will review its self-evaluation process and focus upon improving it and ensuring that it remains current and addresses issues facing boards of trustees throughout the state. The board will widely disseminate the outcomes of the evaluation in a timely manner.	<p>This planning agenda has been completed and is ongoing. In accordance with Board Policy 172, Board Self-Evaluation, [PA IV.35] which was adopted on August 27, 2007, [PA IV.36] the board is to conduct an annual self-evaluation in order to identify its strengths and areas for improvement. The 2010 accreditation visiting team concurred with this stated planning agenda. After receiving the commission's recommendations, the current process was carefully reviewed by the chancellor in consultation with the board of trustees and by the Districtwide Accreditation Committee. It was determined that the process was essentially sound, but that steps would be taken to a) communicate the results of the self-evaluation to all employees and to the public, and b) ensure that the results were used to create action items for improvement.</p> <p>In 2011, the chancellor and board president hired Dr. Cindra Smith as a facilitator to lead the board through its self-evaluation. The evaluation process took place in three stages. Stage one took place in April and May 2011 and involved the administering of a comprehensive evaluation questionnaire for board members, [PA IV.37] a survey for members of Chancellor's Council, administrators and managers, [PA IV.38] all of whom regularly observe the board in action, and a survey for all other employees</p>

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	<p>of the district [PA IV.39]. The responses of the three groups were then compared [PA IV.40].</p> <p>Stage two involved a self-evaluation workshop for trustees held on May 14, 2011, at the Mission Viejo Country Club. This meeting was open to the public and was widely publicized through districtwide emails, the district website, at districtwide committee meetings, and at board meetings [PA IV.41].</p> <p>The facilitator set the agenda of the workshop based upon analysis of the data from the surveys [PA IV.42]. At the end of the discussion, concrete actions and tasks were developed [PA IV.43].</p> <p>The third and final stage of the process involved the dissemination of the results to the college community and the public. At the May 23, 2011, board of meeting, the chancellor reported on the board self-evaluation, and mentioned that a web page was created on the district website that outlines the entire self-evaluation process and allows individuals to access all of the pertinent documents [PA IV.44]. On May 31, 2011, district employees received an email from the district director of public affairs with a link to the web page [PA IV.45].</p> <p>In 2012 and 2013, the board conducted self-evaluations following a similar process. The most recent self-evaluation workshop took place on May 18, 2013. The results of the surveys and board self-evaluation discussion are posted on the district website [PA IV.46].</p>
Standard IV.B.1.i The governing board is informed and involved in the accreditation process.	

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<p>The college recommends that processes and dialogues initiated with the 2008 [Progress Report] Task Force be sustained.</p>	<p>This planning agenda has been completed and is ongoing. Board members served on the standard committees that completed the 2010 self-evaluation and will be involved in the production of the 2016 self-evaluation. All board members review the self-evaluation reports, progress reports, and midterm reports, as required by ACCJC, and certify their review of these documents. In addition, the chancellor keeps the board notified of any changes to accreditation standards and processes.</p>
<p>Standard IV.B.1.j The governing board has the responsibility for selecting and evaluating the district/system chief administrator (most often known as the chancellor) in a multi-college district/system or the college chief administrator (most often known as the president) in the case of a single college.</p> <p>The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district/system or college, respectively.</p> <p>In multi-college districts/systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.</p>	
<p>Trustees should consider expanding the current policy to require the chancellor to establish formal input from the college constituency groups into the president's performance evaluation.</p>	<p>Work is continuing on this planning agenda. BPARAC has placed AR 4090, Evaluation of the Administrators and Classified Management Personnel, on its list of policies and procedures to be reviewed and revised, with the expectation that input from relevant constituency groups will be incorporated into the evaluation process of all administrators and managers.</p>
<p>Standard IV.B.2.a The president plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to administrators and others consistent with their responsibilities, as appropriate.</p>	

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<p>A comprehensive study should be undertaken to evaluate the administrative workload and determine whether additional administrative positions are required to better support implementation of the college strategic plan and for the effective operation of the college.</p>	<p>This planning agenda has been completed. During 2011-2012 academic year, the college developed a new management organizational structure, which was designed to address administrative workload and support the effective operation of the college. A new additional administrative position, dean of online education and learning resources, was created and filled. Several other positions were reclassified, including the creation of two new dean positions (the dean of transfer, career and special programs, and the dean of enrollment services) and a vice president for administrative services [PA IV.47].</p> <p>Also, during that year, a districtwide management reclassification study took place and became effective July 1, 2012. All position descriptions were revised and updated to reflect actual duties. During that process certain duties were realigned to more effectively support operations and workload [PA IV.48].</p>
<p>Standard IV.B.2.e The president works and communicates effectively with the communities served by the institution.</p>	
<p>The president will ensure information about the college's strategic planning process is provided to the foundation board of governors and facilitates discussion relating to the importance of aligning the foundation's bylaws and planning with the college mission and vision.</p>	<p>This planning agenda has been completed and is ongoing. The 2005 Master Agreement between the college and foundation aligns the foundation bylaws with the college mission. The bylaws of the foundation state that the purpose of the foundation is "to raise charitable funds in support of the academic and institutional excellence of Saddleback College" [PA IV.49]. The college president is a member of the executive and finance committees of the foundation.</p> <p>In addition, the mission statement of the Foundation is in alignment with the college's mission and vision. It reads, "The mission of the Saddleback College Foundation is to enhance the quality of higher education by</p>

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	<p>gaining financial support for academic, athletic and cultural programs of Saddleback College. The Foundation initiates and coordinates college and community fund raising in support of Saddleback College and its students. By raising funds for scholarships and other programs, which directly benefit students, the Foundation is committed to increasing student success and the enhancing the excellent education offered by Saddleback College. Guided by a group of dedicated community leaders, the Foundation strives to make higher education attainable for all in South Orange County” [PA IV.50].</p> <p>Information about the college’s strategic planning process is provided to the foundation board of governors through presentations at the foundation’s annual retreats. The most recent presentation was given by the director of planning, research, and grants on June 4, 2010 [PA IV.51]. These presentations coincide with college planning efforts to ensure that the foundation is included in the strategic planning process.</p>
Standard IV.B.3.a The district/system clearly delineates and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice.	
Create a manual delineating the role and scope of authority of the district office in relation to the college, including the delineation of the responsibilities and functions of the district.	This planning agenda has been completed. The <i>SOCCCD District-wide Planning and Decision-making Manual, 2011-2014</i> , contains a link to the districtwide function map, which delineates the role and scope of authority of district services in relation to the college [PA IV.52]. In the function map, key decision areas are carefully aligned with the WASC/ ACCJC standards. Decisions are delineated as being: 1) primary, 2) secondary, or 3) shared, and the decision-making roles and responsibilities are carefully outlined. Continued review, improvement, and revisions are the

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	responsibility of DWPC. The SOCCCD function map is reviewed on the same three-year cycle as the districtwide strategic plan.
Create a manual clearly delineating the role and scope of authority of the Advanced Education Technology Park (ATEP) staff in relation to the college administration and faculty.	This planning agenda has been completed. Members of DWPC decided that a separate manual for ATEP was not needed, and that information about ATEP would be included in the districtwide planning and decision-making manual. At the November 2, 2012, DWPC meeting, a function map for ATEP was approved, which differentiated between the responsibilities of district services and of the respective colleges in relation to ATEP [PA IV.53]. It was determined that all academic planning would be done at the colleges, and that the district would be responsible for site development. This function map is included in the <i>SOCCCD District-wide Planning and Decision-making Manual, 2011-2014</i> [PA IV.54].
Standard IV.B.3.b The district/system provides effective services that support the colleges in their missions and functions.	
The district offices should collaborate with the college leadership and all constituency groups in addressing the feedback and suggestions from employees and in developing more in-depth surveys and data-driven methods of assessing the effectiveness of its services.	<p>This planning agenda has been completed. In 2010, 2011, and 2012, a district services satisfaction survey was conducted to assess the effectiveness of district services and units. The third annual survey was conducted with all district employees in March and April 2012. The report was published and distributed in July 2012 [PA IV.55]. The results of these surveys were used to develop administrative unit outcomes (AUsOs) and objectives, which then became a part of the district services AURs.</p> <p>A broader districtwide climate survey of all faculty, administrators, managers, and staff was conducted from October 24 - November 16, 2012. Preliminary results were presented at the February 1, 2013, DWPC meeting [PA IV.56]. The final report was issued in August 2013, and was used in the development of districtwide goals for the 2014-2020 strategic plan [PA</p>

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<p>The district offices should collaborate with the college leadership and all constituency groups to develop and disseminate an operations manual with standardized procedures and updated contacts in order to facilitate effective use of district services and district processes.</p>	<p>IV.57].</p> <p>Work is continuing on this planning agenda. Of primary importance for the clear delineation of roles was the creation of a comprehensive districtwide function map [PA IV.58] and an ATEP function map [PA IV.50] that accurately reflects the functioning of each entity with respect to the accreditation standards, and serves as the basis for future elaborations of the workflow in relation to the roles and responsibilities of the colleges and district services. DWPC approved the function maps at its November 2, 2012, meeting, [PA IV.60] and they are included in the <i>SOCCCD District-wide Planning and Decision-making Manual, 2011-2014</i> [PA IV.61].</p> <p>In addition to the function map, there is a necessity for a clear understanding of the work flow involved in the functioning of key district services areas, such as human resources and purchasing. In order to obtain a clear understanding of the processes, to streamline when possible, and to provide necessary information for the purchase of efficiency software, the vice chancellor of business services initiated BPA sessions for the following services: accounts receivable, budget development, hiring and employee orientation, payroll processing and timekeeping, purchasing/accounts payable, and travel. These were conducted between the months of May and August in 2012, and included participants from all segments of the district community. Additional BPAs were conducted between the months of May and August 2013 for the following services: benefits processing, board agenda development, contracts, curriculum development, facilities planning and construction, financial aid processing, and grants.</p> <p>The goal of the BPAs is to eliminate redundancies and establish clear</p>

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	<p>instructions for college and district processes. As a result, a BPA report was created that delineated the recommended changes and any progress to date [PA IV.62]. Once all of the information has been analyzed, the ultimate goal is to create an operations manual. Each unit within business services and human resources will review the recommendations and incorporate them into their AUR annual updates for 2013.</p> <p>Based upon the outcomes of the BPAs thus far, changes have occurred or have been recommended for future implementation.</p> <p>In addition, human resources convened a Continuous Quality Improvement Task Force in August 2011. The committee was chaired by the associate director of applications delivery, and was composed of seventeen members from all constituent groups (faculty, staff, and administration) from both colleges. The task force finalized their work in November 2011 [PA IV.63]. The objective of the task force was to significantly reduce the time and effort it takes to fill a vacant position. The task force analyzed the number of steps required to fill a vacant position and tracked how many days were spent on each step of the process at both the college and district level. Recommendations were then made and are currently being enacted.</p> <p>Human resources also developed a task force to develop an operations manual. The task force recommended that a Wiki be developed instead of a manual because it would be more dynamic and could be updated on a regular basis. It is anticipated, however, that human resources processes will also be included in the operations manual that results from the BPA processes.</p>

Planning Agenda	Progress to Date
<p>The district offices should establish a timeline to regularly evaluate their services; a component of the evaluation should focus on support for the institutional missions and functions.</p>	<p>This planning agenda has been completed. AURs for all district services units were completed for the first time in March 2012 [PA IV.64] and will be updated on an annual basis. Within the AURs are objectives which are linked to the districtwide strategic planning goals that are in turn linked to the district mission. These objectives also are updated on an annual basis. The 2013 review process began in May and was completed in September [PA IV.65].</p>
<p>Human resources should undertake a more-detailed examination of the survey comments. A task force, perhaps even a standing committee, should be formed with representatives from both colleges and all constituency groups to assist in evaluating the feedback and supporting the development of plans for improved services. Consideration of other evaluation models, such as the one employed by district IT, would assist them in developing a culture of continuous improvement that reaches out to their “user groups” to evaluate HR services and their support for the college mission and function.</p>	<p>This planning agenda was completed and is ongoing. Human resources convened a Continuous Quality Improvement Task Force in August 2011. The task force was chaired by the associate director of applications delivery and was composed of seventeen members from all constituent groups (faculty, staff, and administration) from both colleges. The task force finalized their work in November 2011 [PA IV.66]. The objective of the task force was to significantly reduce the time and effort it takes to fill a vacant position. The task force analyzed the number of steps required to fill a vacant position and tracked how many days were spent on each step of the process at both the college and district levels. The following recommendations emerged from this process:</p> <ol style="list-style-type: none"> 1. Upgrade to PeopleAdmin 7, an online applicant tracking system, to better define the workflow in the hiring process. 2. Provide stop-gap training on the current system until PeopleAdmin 7 is in place. 3. Identify five classified positions as a test case for the screening of applicants in an attempt to eliminate unqualified candidates. <p>The first two recommendations are complete, and PeopleAdmin 7 was implemented in January 2013 for the hiring of faculty and in July 2013 for</p>

Planning Agenda	Progress to Date
	<p>the hiring of classified staff, managers, and administrators. The third recommendation is still under review by human resources.</p> <p>The full-time faculty hiring procedure was also made available online and tracked at each step so that the process is completely transparent.</p>
<p>The district offices should disseminate and widely communicate the results of the assessment and evaluation of their services with the college.</p>	<p>This planning agenda was completed and is ongoing. District services satisfaction surveys were done in 2009, 2010, 2011, and 2012. The district public affairs office communicated the results to the faculty, staff, and administrators via email. Results are also posted on the District Services Planning Committee SharePoint site [PA IV.67].</p> <p>Completion of all district services AURs occurred in March 2012 as planned, and a TracDat report on the 2011-2012 AURs was distributed via email to all employees of the district in May 2012 and posted to the district's SharePoint site [PA IV.68]. That was the first year of what is now an annual review cycle for district services. The 2013 review process began in May and was completed in August. The AUR TracDat report was distributed via email and posted in September 2013 [PA IV.69].</p>
<p>Standard IV.B.3.c The district/system provides fair distribution of resources that are adequate to support the effective operations of the colleges.</p>	

Planning Agenda	Progress to Date
<p>The district and college leadership and management teams should come together to develop a long-term facilities plan and funding mechanism.</p>	<p>This planning agenda has been completed and is ongoing. One of the stated goals in the college's 2010-2013 strategic plan was to find funding for the <i>20-year Facilities and Scheduled Maintenance Plan</i>. The college worked with the Capital Improvement Committee (CIC) to find funding for identified projects, and to establish a mechanism to create an integrated 20-year facilities, renovation, and scheduled maintenance plan that would establish districtwide priorities. In order to create this plan, CIC determined that the district needed to have a comprehensive comparative data by which to evaluate the current facilities needs at both colleges. Therefore, the committee selected and contracted several vendors (School Dude, Alpha Facilities, Inc., Facilities Planning and Program Service Inc., and the Foundation for California Community Colleges) to assess all facilities at both colleges and to create a monitoring system [PA IV.70]. When completed, this system will include a work order module, a preventative maintenance module, and a scheduled maintenance module. The assessment is still in progress, with the expectation that it will be finalized in fall 2013. Using the data generated by this process, the integrated 20-year plan will then be developed by CIC in consultation with the colleges in spring 2014.</p> <p>In the meantime, the existing 20-year facilities and scheduled maintenance plans at both colleges [PA IV.71] and the <i>5-Year Construction Plan</i>, [PA IV.72] which is reviewed annually, are being used to establish priorities for basic aid funding by CIC and BAARC.</p>
<p>Given the state budget crisis and the deterioration of college facilities, it is also recommended that extensive dialogue occur among the board, district office administration, and the college leadership and</p>	<p>This planning agenda has been completed and is ongoing. BP 3110, Basic Aid Funds Allocation Process, [PA IV.73] which requires that all basic aid funds be allocated in accordance with district and college plans, was approved by the board of trustees on August 29, 2011 [PA IV.74]. AR 3110,</p>

Planning Agenda	Progress to Date
<p>management teams on the subject of basic aid prioritization and funding the vision of ATEP.</p>	<p>the administrative regulation associated with BP 3110, was approved by BAARC on February 3, 2012, [PA IV.75] and presented to the board of trustees as an information item on February 27, 2012 [PA IV.76]. The purpose of AR 3110 is to show the exact process by which the district will utilize the long-term master plan, short-term strategic plans, and other planning documents to determine the allocation of basic aid funds. AR 3110 also established the formation of BAARC, the committee chaired by the vice chancellor of business services that oversees the entire basic aid allocation process, assesses its effectiveness, and makes recommendations for further refinement of the process.</p> <p>Basic aid funds can be utilized for ATEP as long as they adhere to the guidelines established by BP 3110. This would include, for example, site development at ATEP, which would be one-time expenditures, but not ongoing operational costs. The <i>ATEP Five-Year Site Development Plan and Timeline</i> was developed and presented to the board at the February 27, 2012, meeting [PA IV.77].</p>
<p>It is recommended that a comprehensive report be prepared of all basic aid allocations that have been spent on or encumbered by ATEP and all other projects and purposes that fall outside the basic aid guidelines, policies, and processes established by the board of trustees.</p>	<p>This planning agenda has been completed. Although a comprehensive and detailed report on spending or allocations for ATEP has not been completed, monthly basic aid reports are presented at board meetings in which all allocations for ATEP are clearly documented [PA IV.78]. In addition, at the May xx, 2013, board meeting, the vice chancellor of business services gave a presentation on the status of ATEP in which she provided an overview of all SOCCCD funding for ATEP [PA IV.79]. From 2004 until 2012, funding was spent or allocated in the following amounts:</p> <ul style="list-style-type: none"> • Site development, ATEP initial campus and building, demolitions to date, and negotiations - \$18.2 million

Planning Agenda	Progress to Date
	<ul style="list-style-type: none"> • Temporary Campus Operations - \$10.9 million • Future demolitions - \$4.7 million • Building Phase 3A - \$12.5 million
<p>The allocation process for distributing basic aid funds for compliance with the board-approved process should be reviewed. Strong consideration should be given to revise the basic aid allocation process to include specific, measurable, attainable, realistic, and timely goals. Criteria for funding could include FTES; number of educational programs supported; instructional space; age of buildings; time since the last renovation; timely compliance with local, state, and federal safety laws and regulations; and staff-to-student ratio.</p>	<p>This planning agenda was completed. BP 3110, Basic Aid Funds Allocation Process, [PA IV.80] which requires that all basic aid funds be allocated in accordance with district and college plans, was approved by the board on August 29, 2011 [PA IV.81]. AR 3110, the administrative regulation associated with BP 3110, was approved by BAARC on February 3, 2012 [PA IV.82], and presented to the board as an information item on February 27, 2012 [PA IV.83]. The purpose of AR 3110 is to show the exact process by which the district will utilize the long-term master plan, short-term strategic plans, and other planning documents to determine the allocation of basic aid funds. AR 3110 also established the formation of BAARC, the committee chaired by the vice chancellor of business services that oversees the entire basic aid allocation process, assesses its effectiveness, and makes recommendations for further refinement of the process.</p>
<p>Standard IV.B.3.g The district/system regularly evaluates district/system role delineation and governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.</p>	
<p>Disseminate a summary of the survey [District Self Evaluation] results throughout the district.</p>	<p>This planning agenda was completed. A district services satisfaction Survey was given in 2009, 2010, 2011, and 2012. The district public affairs office communicated the results to the faculty, staff, and administrators via email. Results are also posted on the District Services Planning Committee SharePoint site [PA IV.84].</p>
<p>Openly seek additional feedback in the areas where improvement, additional training, and increased</p>	<p>This planning agenda was completed. The District Services Satisfaction Survey provided for open-ended feedback in the form of unlimited</p>

Planning Agenda	Progress to Date
communication are indicated on the survey.	comment boxes [PA IV.85]. In addition, results of the survey were made available to the entire district community via email, and additional feedback or comments were solicited.
Establish procedures to regularly evaluate its services, both districtwide and by those who use those services.	This planning agenda was completed and is ongoing. AURs are annual self-evaluations conducted by all district services units. AURs for all units were completed in March 2012 and then again in August 2013 [PA IV.86]. As part of the AUR process, an annual district services satisfaction survey is distributed to all district employees [PA IV.87].
Communicate improvements and changes that are made in services and processes as a result of evaluation.	This planning agenda has been completed and is ongoing. Completion of all district services AURs occurred in March 2012 as planned, and a TracDat report on the 2011-2012 AURs was distributed via email to all district employees in May 2012 and posted to the district's SharePoint site [PA IV.88]. That was the first year of what is now an annual review cycle for district services. The 2013 review process began in May and was completed in August. The AUR TracDat report was distributed via email and posted in September 2013 [PA IV.89]. The AURs document improvements and changes that were made as a result of each unit's self-evaluation.

Evidence for the Responses to Self-Identified Planning Agendas

PA II.01	Division of Online Education & Learning Resources Website https://www.saddleback.edu/oe
PA II.02	Administrative Regulation 5220, Program Discontinuance
PA II.03	Curriculum Procedures and Resources
PA II.04	Board Policy 6100, Curriculum
PA II.05	Administrative Regulation 6100(b), Instructional Program Review
PA II.06	Program Discontinuance Inquiry Policy
PA II.07	Saddleback College Matriculation Department Website http://www.saddleback.edu/matriculation/
PA III.1	xx
PA IV.01	Board Policy 4056, Classified Employees Participation in Decision Making
PA IV.02	Minutes of Board Policy and Administrative Regulation Advisory Committee Meeting, August 27, 2012
PA IV.03	Board Policy 4011, Employment Procedures for Administrators and Managers
PA IV.04	Board Policy 4011.6, Employment Procedures for Chancellor
PA IV.05	Board Policy and Administrative Regulation Advisory Council Committee Composition and Purpose
PA IV.06	Chancellor's Council Committee Composition and Charge
PA IV.07	Minutes of Board of Trustees Meeting, July 22, 2013
PA IV.08	Minutes of Consultation Council Meeting, June 18, 2013
PA IV.09	Agenda of Marketing and Communications Committee Meeting, November 14, 2012
PA IV.10	Outreach Committee Meeting
PA IV.11	Food and Beverage Committee Meeting

- PA IV.12 **Parking Committee Meeting**
- PA IV.13 **Commencement Committee Meeting**
- PA IV.14 **Student Success Task Force Meeting**
- PA IV.15 **Saddleback College Foundation Board Meeting**
- PA IV.16 Minutes of Academic Senate Meeting, February 27, 2013
- PA IV.17 **Saddleback College Governance Retreat, June 3, 2013**
- PA IV.18 Board Policy 5210, Enrollment Priorities
- PA IV.19 Administrative Regulation 5210, Enrollment Limitations and Priorities
- PA IV.20 Board Policy 112, Duties and Responsibilities of the Board of Trustees
- PA IV.21 Minutes of **District Resource Allocation Committee Meeting, August 23, 2013**
- PA IV.22 Minutes of **Board of Trustees Meeting, August 26, 2013**
- PA IV.23 Minutes of Board of Trustees Meeting, April 29, 2013
- PA IV.24 Minutes of Board of Trustees Meeting, February 26, 2013
- PA IV.25 **Districtwide Forum**
- PA IV.26 Board Policy 3110, Basic Aid Funds Allocation Process
- PA IV.27 Administrative Regulation 3110, Basic Aid Allocation Process
- PA IV.28 Board Policy 3110, Basic Aid Funds Allocation Process
- PA IV.29 Minutes of Board of Trustees Meeting, August 29, 2011
- PA IV.30 Administrative Regulation 3110, Basic Aid Allocation Process
- PA IV.31 Minutes of Board Policy and Administrative Regulation Advisory Committee, February 3, 2012
- PA IV.32 Minutes of Board of Trustees Meeting, February 27, 2012
- PA IV.33 **Board Policy 109, Board Education**

- PA IV.34 **Agenda of Board of Trustees Meeting, September 23, 2013**
- PA IV.35 Board Policy 172, Board Self-Evaluation
- PA IV.36 Minutes of Board of Trustee Meeting, August 27, 2007
- PA IV.37 Board of Trustees Self-Evaluation Survey Result, 2011
- PA IV.38 Chancellor's Cabinet, Administrators and Managers Board Evaluation Survey Results, 2011
- PA IV.39 All District Employees Board Evaluation Survey Results, 2011
- PA IV.40 Comparison of Responses on Surveys, 2011
- PA IV.41 Notice of Special Board Meeting, May 14, 2011
- PA IV.42 Board of Trustees Self-Evaluation Workshop Discussion Outline, May 14, 2011
- PA IV.43 Board of Trustees Self-Evaluation Workshop Outcomes, May 14, 2011
- PA IV.44 Minutes of Board of Trustees Meeting, May 23, 2011
- PA IV.45 Board of Trustees Self-Evaluation Website
<http://www.socccd.edu/about/BoardSelfEvaluation.html>
- PA IV.46 Board of Trustees Self-Evaluation Website
<http://www.socccd.edu/about/BoardSelfEvaluation.html>
- PA IV.47 Saddleback College Management Organization Chart, June 2013
- PA IV.48 **Districtwide Management Reclassification Study**
- PA IV.49 Saddleback College Foundation By-Laws
- PA IV.50 Saddleback College Foundation Website
<http://www.saddleback.edu/foundation/>
- PA IV.51 **Minutes of Saddleback College Foundation Retreat, August xx, 2013**
- PA IV.52 Districtwide Function Map
- PA IV.53 Minutes of Districtwide Planning Council Meeting, November 2, 2012

- PA IV.54 SOCCCD Districtwide Planning and Decision-Making Manual, 2011-2014
- PA IV.55 SOCCCD District Services Satisfaction Survey 2012 Results
- PA IV.56 Minutes of Districtwide Planning Council Meeting, February 1, 2013
- PA IV.57 SOCCCD Districtwide Climate Survey 2012 Results
- PA IV.58 Districtwide Function Map
- PA IV.59 ATEP Function Map
- PA IV.60 Minutes of Districtwide Planning Council Meeting, November 2, 2012
- PA IV.61 SOCCCD Districtwide Planning and Decision-Making Manual, 2011-2014
- PA IV.62 Business Process Analyses Report
- PA IV.63 Humans Resources CQI Task Force PowerPoint, November 30, 2011
- PA IV.64 District Services Administrative Unit Reviews, 2011-2012
- PA IV.65 District Services Administrative Unit Reviews, 2012-2013
- PA IV.66 Humans Resources CQI Task Force PowerPoint, November 30, 2011
- PA IV.67 SOCCCD District Services Satisfaction Survey 2012 Results
- PA IV.68 District Services Administrative Unit Reviews, 2011-2012
- PA IV.69 District Services Administrative Unit Reviews, 2012-2013
- PA IV.70 Minutes of Capital Improvement Committee, January 13, 2012
- PA IV.71 Saddleback College 20-Year Facilities and Scheduled Maintenance Plan
- PA IV.72 5-Year Construction Plan
- PA IV.73 Board Policy 3110, Basic Aid Funds Allocation Process
- PA IV.74 Minutes of Board of Trustees Meeting, August 29, 2011

- PA IV.75 Minutes of Board Policy and Administrative Regulation Advisory Council Meeting, February 3, 2012
- PA IV.76 Minutes of Board of Trustees Meeting, February 27, 2012
- PA IV.77 ATEP Five-Year Site Development Plan and Timeline
- PA IV.78 Minutes of Board of Trustees Meeting, August 26, 2013
- PA IV.79 Minutes of Board of Trustees Meeting, May xx
- PA IV.80 Board Policy 3110, Basic Aid Funds Allocation Process
- PA IV.81 Minutes of Board of Trustees Meeting, August 29, 2011
- PA IV.82 Minutes of Board Policy and Administrative Regulation Advisory Council Meeting, February 3, 2012
- PA IV.83 Minutes of Board of Trustees Meeting, February 27, 2012
- PA IV.84 SOCCCD District Services Satisfaction Survey 2012 Results
- PA IV.85 SOCCCD District Services Satisfaction Survey 2012 Instrument
- PA IV.86 District Services Administrative Unit Reviews, 2012-2013
- PA IV.87 SOCCCD District Services Satisfaction Survey 2012 Results
- PA IV.88 District Services Administrative Unit Reviews, 2011-2012
- PA IV.89 District Services Administrative Unit Reviews, 2012-2013

EXHIBIT B

Accreditation Midterm Report

Submitted by
Irvine Valley College
5500 Irvine Center Drive
Irvine, California 92618
South Orange County Community College District

Submitted to
Accrediting Commission for
Community and Junior Colleges of the
Western Association of Schools and Colleges

October 15, 2013

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CERTIFICATION OF THE MIDTERM REPORT

DATE: October 15, 2013

TO: Accrediting Commission for Community Colleges and Junior Colleges,
Western Association of Schools and Colleges

FROM: Irvine Valley College
5500 Irvine Center Drive
Irvine, CA, 92618

This Midterm Report is submitted to fulfill the requirements of the February 13, 2013 ACCJC letter to the College President. We certify that there was broad participation by the college community in its development and we believe that the Midterm Report accurately reflects our response to date to the recommendations noted in the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges commission action letter.

Glenn R. Roquemore, Ph.D.,
President, Irvine Valley College

Gary L. Poertner, Chancellor,
South Orange County Community
College District

Nancy M. Padberg, President,
Board of Trustees

Craig Justice, Ph.D.,
Vice President, Instruction,
Accreditation Liaison Officer

Katherine Schmeidler, Ph.D.,
President, Academic Senate

Cathleen Greiner, Ph.D.,
Dean, On-Line and Extended
Education, Accreditation Response
Co-Chair

William Etter, Ph.D.,
Accreditation Response Co-Chair

Vincent Cooper, President,
Classified Senate

Ji Chung, President,
Associated Students of IVC

INTRODUCTION

Irvine Valley College submitted a Comprehensive Institutional Self-Study report in support of reaffirmation of accreditation to the Accrediting Commission for Community and Junior Colleges (ACCJC) in September 2010. A site evaluation visit occurred the week of October 18, 2010 at Irvine Valley College and Saddleback College, the two institutions that make up the South Orange County Community College District. ACCJC commission action letters dated January 31, 2011 informed the chancellor and college presidents that both colleges had been placed on warning status. Irvine Valley College submitted a Midterm Report on October 7, 2011 demonstrating resolution of district recommendations 1, 2, 3, 4, 5, and 6, and college recommendation 6.

A follow-up site evaluation occurred on November 3, 2011, and the subsequent report (November 21, 2011) confirmed the college had indeed corrected District recommendations 3, 4, and 5 as well as College Recommendation 6. The subsequent ACCJC Commission action letter dated February 1, 2012 informed the president of Irvine Valley College that the Commission had taken action to remove the warning and directed the college to submit a second follow-up report demonstrating how the college meets the accreditation standards in regard to District recommendations 1, 2 and 6 by October 15, 2012. The Irvine Valley College Accreditation Follow-Up Report (October 15, 2012) demonstrated significant district-wide collaboration in resolving the deficiencies identified in the Commission action letter dated January 31, 2012. The colleges have continued to work with district leadership to create and implement plans to address these concerns, evaluate the plans and work products, update and clarify the implemented processes and documents where appropriate, and to sustain these procedures. As stated in the Accrediting Commission's evaluation team's Follow-up Report of November 9, 2012, District recommendations 1, 2, and 6 have been "fully met". This Midterm Report provides information, evidence, and analysis regarding the resolution of all the ACCJC recommendations received in 2011 and subsequent progress on those recommendations that have been reported on in the 2011 and 2012 follow-up reports and in the years since those reports. This report also indicates alignment of the recommendations with the Comprehensive Institutional Planning Agendas noted in Irvine Valley College's 2010 Comprehensive Institutional Self-Study.

STATEMENT OF REPORT PREPARATION

In collaboration with Irvine Valley College's constituency groups and committees as determined through the college's participatory governance structure, the accreditation response co-chairs, the accreditation liaison officer (ALO), and the college president led the development and preparation of the 2013 Midterm Report. The accreditation response co-chairs for this report were identified and formally approved by the college in February 2013. Irvine Valley College representatives on the District-wide Planning Council and other district-wide committees and task forces provided regular updates to institutional leadership at College Council, Academic Senate, and Classified Senate meetings. Meeting agendas and minutes are regularly posted in the password-protected SOCCCD District Services SharePoint intranet site accessible to all district employees or InsideIVC. Working drafts of the Midterm Report have been posted to the inside IVC SharePoint Accreditation site for review, response, and input during Spring and Summer 2013, and the accreditation response co-chairs met throughout the Summer to review these responses as well as the progress of the draft. A draft Midterm Report was presented for comment at forums for all district employees held during the college's Faculty Professional Development Week on August 14 and 15, 2013. The draft was then discussed at meetings of the Accreditation Report committee on August 22 and 23, 2013, and members of the college community were reminded and encouraged at many meetings, including Academic Senate General Assembly and Representative Council meetings, Classified Senate meetings, all meetings of strategic planning committees, College Council, to review and comment upon it. The draft was posted to the SharePoint Accreditation site for additional input through September 30, 2013. A final unformatted draft was circulated through each college constituency group, and the Board of Trustees at their September 23, 2013 meeting, for review and approval. The report was discussed with the Associated Students of Irvine Valley College on September X. The Classified Senate approved the report on September X. The report was presented and approved at the Academic Senate on date and subsequently at the College Council meeting on date. (The College Council is the college's primary participatory governance council).

Final revisions to the drafted report were completed on September XX, 2013. The Irvine Valley College Midterm Report 2013 was submitted to the South Orange County Community College District Board of Trustees for review at the September 23, 2013 board meeting.

The individuals listed below participated directly in addressing the recommendations and contributing to the report. Numerous others participated through dialogue, read and provided input on drafts, or, in other ways, substantively contributed to this report.

Susan Boettger, Faculty
Tammy Bostwick, Classified
Ji Chung, student / ASIVC President
Vincent Cooper, Classified
Cheryl Delson, Faculty
Geno Drake, Classified
John Edwards, Manager
William Etter, Faculty
Karima Feldhus, Administrator
Linda Fontanilla, Administrator
Cathleen Greiner, Administrator
Dennis Gordon, Classified
Bruce Hagan, Manager
Craig Hayward, Manager
Diana Hurlbut, Faculty
Craig Justice, Administrator
Davit Khachatryan, Manager
Gary Poertner, Chancellor
Glenn Roquemore, President
Kathy Schmeidler, Faculty
Keith Shackleford, Administrator
Kathy Werle, Administrator

EVIDENCE: INTRODUCTION AND STATEMENT OF REPORT PREPARATION

IVC Planning and Decision Making Manual, p. 39

After September 2013 Meetings ADD:

Minutes from Academic Senate, Classified Senate, College Council

Agenda from Board of Trustees Meeting

DISTRICT RECOMMENDATION 1

District Recommendation 1: The teams recommend that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology & Education Park (ATEP), and the district (I.B.4).

COLLEGE RESPONSE AND UPDATE

This recommendation has been met, as of 2012, as indicated in the Accrediting Commission's evaluation team's Follow-up Report of November 9, 2012.

The following actions have been taken to implement district plans as well as college plans identified in IVC's 2010 comprehensive self-evaluation report, in particular three Planning Agenda items:

- item 1 ("In order to facilitate college engagement in inclusive, informed, and intentional dialogue about institutional quality and improvement, the College will review, integrate, and continue to raise awareness of the college's decision-making processes, including: The Strategic Planning and Budget Development Process which is the basis for resource allocation and budget development and is predicated on the Mission Statement and College Goals; [and] the Planning and Decision-Making Manual which delineates avenues for effective participation in college planning and decision-making")
- item 4 ("Regular evaluation by the College (and modifications, if necessary) of the District-wide delineation of responsibilities and functions")
- item 5 ("Use existing college decision-making processes such as the Strategic Planning and Budget Development Process, comprehensive and annual program and administrative unit review processes, and the Classified and Full-Time Faculty Hiring Priority List Development Processes to identify fiscal resources needed for sustainable quality improvement including staffing, physical, equipment, and technological resources." To these ends:

DR1.1 To enhance institutional oversight, District leadership and the chancellor have established a standing District-Wide Planning Council. Additions and revisions to the committee membership have resulted from annual self-review as well as periodic district-wide surveys, and this practice of considering revisions based on self-evaluation and broader based evaluations has been established as an

annual process (e.g. see agendas & minutes from BAARC, DRAC, and BPAR on Friday, September 13, 2013)

DR1.2b Irvine Valley College continues to participate actively and collaboratively in the district wide strategic planning process--including the District-wide Strategic Plan, and Education and Facilities Master Plan, and the Five-Year Construction Plan, as can be seen in the membership rosters. This applies to, and is aligned with, IVC's own strategic planning process, developed and implemented in 2005.

DR1.3a With respect to the Advanced Technology & Education Park (ATEP), operating within the newly articulated District-wide goals, the chancellor and college presidents will continue to define the character and future role of ATEP and clarify its relationship to the two colleges within the SOCCCD while maintaining the integration of its funding into District-wide strategic and budgetary planning processes. Forums at each college as well as agendas and minutes from numerous and diverse committees demonstrate this extensive participation and dialogue, including the most recent example of the College of the Future Summit hosted by IVC.

DR1.3b The district will implement the action steps outlined in the SOCCCD District-wide Strategic Plan 2011-2014--where planning objectives 6.1 and 6.2 directly apply to ATEP- including the development of a concrete 3- to 5-year site development plan for ATEP. Two objectives in the District-wide Strategic Plan 2011-2014 address ATEP specifically (planning objectives 6.1 and 6.2), and require the chancellor and college presidents to collaborate in determining the responsibility for the use and maintenance of the ATEP site, including the development of a 3- to 5-year site development plan. Significant progress has been, and will continue to be, made on these objectives.

At the January 23, 2012 board of trustees meeting, the board approved Resolution #12-04 which established a separate ATEP service area for both colleges to share initially, in approximately equal proportions with complementary, non-competitive Career Technology Education (CTE) programs and related services for the district at large. It also approved Resolution #12-05 which approved assigning equal land sites, affirmed equality of future ATEP site development, and approved continued building planning and design. At the February 27, 2012, board of trustees meeting, the board approved the ATEP Five-Year Site Development Plan and Timeline, which had been identified as a goal in the district-wide strategic plan; this Plan is routinely updated as needed.

The development of the ATEP site, and each college's relationship to that site, has been addressed in various plans and policies established over the past several

years. Recent activity included negotiations with the City of Tustin to change the current ATEP land configuration in order to improve the value and development potential of the property, as far as SOCCCD and IVC are concerned. Resolutions on these agreements, in the form of a land exchange beneficial to all parties, were passed at the May 20, 2013 board of trustees meeting. On August 14, 2013, the City of Tustin and the South Orange County Community College District announced an exchange of real property at the site. This exchange includes expansion plans for joint public-private partnership development of the site.

To further clarify the development of ATEP, the College Service Area Boundaries and ATEP Campus Board Policy, BP 176, was drafted by district services and is currently being reviewed by the Board Policy and Administrative Regulation Advisory Council (BPARC) and the colleges. An administrative regulation to support this policy is also being developed by BPARC that will codify the process of identifying the complementary and non-competitive CTE programs to be scheduled at ATEP. The Chancellor charged both Presidents to develop a Memorandum of Understanding (MOU) between the two colleges. This MOU, largely developed through the leadership of the Vice-Presidents of Instruction at both Saddleback and Irvine Valley College, supported the service area concept. The purpose of this MOU is to provide a framework for cooperation between the two colleges at the site and to clarify the criteria that will be used in determining the specific program offerings and student support services that each college will be able to offer. The Presidents of both colleges then reached an agreement on the MOU. Currently, it remains under review by the Academic Senate.

ATEP site development is well documented in the ATEP Site Development Administrative Unit Review (AUR) section of the District Services Administrative Unit Reviews 2011-2012 Report
http://www.saddleback.edu/accreditation/2012/DistrictRecommendation1/1-31_SOCCCD_District_Services_AUR_2011-2012.pdf. ATEP is also addressed in the Chancellor's Office and Trustee Services AUR section under the objective of increasing the board of trustees' knowledge of district and educational responsibility.

EVALUATION

Irvine Valley College meets Standard I.B.4 and has resolved the issues leading to this recommendation to develop and implement both strategic short-term and long-term plans that are inclusive of the planning at the colleges. This planning structure drives the allocation of district resources for the colleges, Advanced Technology & Education Park (ATEP), and district services. This plan has been evaluated and

continually reported on through a monthly report by the Vice Chancellor of Financial Services in the “basic aid” report) as well as annually through the update of the District-wide Strategic Plan. Actions taken in the process of resolving this recommendation foster an infrastructure that requires planning be based on data and information, and clearly ties planning to future resource allocation.

Evidence: District Recommendation 1

http://www.saddleback.edu/accreditation/2012/DistrictRecommendation1/1-31_SOCCCD_District_Services_AUR_2011-2012.pdf.

http://www.socccd.edu/businessservices/bs_fiscal_basicaid.html
[City%20of%20Tustin-SOCCCD%20and%20swap%20INTERNAL%20with%20map-2 copy](#)

DISTRICT RECOMMENDATION 2

District Recommendation 2: The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, inclusive, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1.a., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3.c).

COLLEGE RESPONSE AND UPDATE

This recommendation has been met, as of 2012, as indicated in the Accrediting Commission’s evaluation team’s Follow-up Report of November 9, 2012.

The following actions have been taken to implement district plans as well as college plans identified in IVC’s 2010 comprehensive self-evaluation report, in particular three Planning Agenda items:

- item 1 (“In order to facilitate college engagement in inclusive, informed, and intentional dialogue about institutional quality and improvement, the College will review, integrate, and continue to raise awareness of the college’s decision-making processes, including: The Strategic Planning and Budget Development Process which is the basis for resource allocation and budget development and is predicated on the Mission Statement and College Goals; Institutional Effectiveness Annual Reports which provide quantitative and reliable data about the college’s programs and services in order to determine how well the institution is meeting student needs; and Comprehensive and

Annual Program Review and Administrative Unit Review Processes which provide an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation of the college's programs and services...Through the IVC Evaluation Timelines for 2006-2012 Strategic Plan, the College will continue to systematically review the effectiveness and integrity of college decision-making processes and communicate the results of the evaluations to all campus constituencies.”)

- item 2 (“In order to ensure program review processes for academic programs, student services programs, and administrative units are ongoing, systematic, and used to assess and improve student learning and achievement, the College will continue to develop and implement the Annual Program Review Process that is fully integrated with the Strategic Planning and Budget Development Process.”)
- item 3 (“Through the Annual Program Review Process, academic programs, student services programs, and administrative units will develop authentic assessments that will further align planning, evaluation, and program improvement with college decision-making purposefully directed toward improving student learning.”)

The district had implemented, in 1996, an effective process for allocating unrestricted general funds, under the auspices of the District Resource Allocation Council (DRAC). Following the allocation of these unrestricted funds, remaining property taxes are designated as “Basic Aid” funds. Currently, DRAC only deals with funds calculated to represent what the allocation would be were the district not locally funded, while a different committee Basic Aid Allocation Recommendation Committee (BAARC) deals with funds designed as “Basic Aid.”

In early 2011, the Chancellor created the District Recommendation 2 Task Force charged with defining DRAC and its responsibilities, designed to ensure that the resource allocation model was driven by planning, and included all district funds, and to make certain that the process was open, transparent, inclusive, and regularly evaluated for effectiveness. After the initial review of the existing district resource allocation model and processes, the task force asserted that the institutional personnel participating in resource allocation had a clear understanding of DRAC and that, when implemented correctly, the process worked well. DRAC has also served as a venue in which district-wide budgetary issues may be discussed in a collegial manner. Evaluation is performed annually by DRAC. This process is required for all committees and councils as indicated in the District-wide Planning and Decision Making Manual which can be found on District SharePoint Site under Planning DR2-1. As a result of DRAC's 2012 evaluation, no substantive

changes to this committee were recommended at this time, although discussions continue regarding the DRAC membership as of Fall 2013.

The task force worked directly with the Board Policy and Administrative Regulation Council (BPARC) and the Chancellor to develop a board policy that would clearly outline the allocation model. The resulting Board Policy 3110 – Basic Aid Funds Allocation Process was approved by all governance groups at both colleges and approved by the SOCCCD Board of Trustees in August 2011. BP 3110 clearly specifies the types of projects for which basic aid funds can be used. In Spring 2011, a Basic Aid Allocation Regulation workgroup developed the corresponding Administrative Regulation 3110. In addition to the construction of a budget timeline and flowchart for basic aid allocation, the workgroup established a committee to ensure oversight of the process. This new committee, BAARC, makes recommendations to the Chancellor based on institutional planning and data-driven strategic initiatives.

In January 2011, the Capital Improvement Committee (CIC), a participatory governance committee, was created and charged with creating a 20-year capital improvements schedule, a plan for short-term facility renovation, and a plan for scheduled maintenance. The CIC has made recommendations each year since its inception to BAARC for basic aid resource allocations for capital improvement, renovation, and scheduled maintenance projects based on the colleges' priorities.

Responding to ACCJC recommendations received in early Spring 2011, the colleges and district took a number of actions to address the identified issues related to resource allocation and planning. These actions included regularized distribution of committee minutes, launch of an all-employee intranet for storing, and making available District-wide, committee documents (including agendas and minutes), a resource allocation flowchart, accreditation status reports, district strategic plans, a district-wide planning and decision-making manual, regularized process evaluations, annual administrative unit reviews, and expanded communication strategies.

In order to continue the development and implementation of a resource allocation model driven by planning, that includes all district funds and is open, transparent, inclusive, and widely disseminated and reviewed for effectiveness, the following additional plans were formulated and presented in the Irvine Valley College Accreditation Follow Up reports submitted in October 2011 and 2012 (DR2.2 – DR2.5). Throughout 2011-13 the following actions have been taken to implement these plans:

DR2.2 Widely disseminate and communicate the district resource allocation process.

a) A BAARC flowchart was published and disseminated to both colleges in an effort to further establish an open, transparent, and inclusive environment. This flowchart functions in synchrony with the district budget development cycle, and reflects an interactive process with participatory governance involvement.

This is an interactive process with participatory governance involvement. BAARC will provide information to and gather widespread input from the college presidents and other campus and district services leadership groups before recommendations are made to the Chancellor. Recommendations and draft work from the committee will be posted on SharePoint for transparency.



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- c) On January 2012 DRAC sponsored a presentation--“Understanding the Budget and Basic Aid”--at both colleges. The presentation was followed by a question and answer forum to clarify the process and foster an open, transparent and inclusive dialogue. The budget presentations were widely publicized throughout the district, were recorded and now are hosted on the employee intranet site along with copies of the presentations for employee reference. Employees reported that the presentation was highly informative and helpful for promoting their understanding of, and participation in, the allocation process.
- d) The Chancellor, along with the Vice Chancellor of Business Services who chairs BAARC, scheduled open meetings at both colleges to communicate the specifics of BP 3110, AR 3119, and BAARC and solicit questions and comments concerning resource allocation and the established process.
- e) Starting in July 2012, the District Fiscal Services Newsletter began distribution through the district-wide employee email system. The development of this newsletter allows for district-wide dissemination of information and helps to increase open, transparent, and inclusive budget activities. DR2-3
- f) College representatives on DRAC and BAARC, DTC, and CIC regularly brief the appropriate college committees and councils on major developments within those committees. For example, on July 27, 2012, the final draft of the 2012-13 DRAC was presented to the IVC’s Strategic Planning Oversight and Budget Development Committee (SPOBDC). DR2-4. On February 6, 2013, the Draft 2013-14 DRAC model was presented to the IVC’s Strategic Planning Oversight and Budget Development Committee (SPOBDC) for review and vetting. DR2-5. On February 6, 2013 a document showing how BAARC funding is determined was presented to SPOBDC and may be found at <http://inside.ivc.edu/committees/spobdc/SPOBDC%20Agendas%20and%20Minutes/Forms/AllItems.aspx?RootFolder=%2fcommittees%2fspobdc%2fSPOBDC%20Agendas%20and%20Minutes%2f2012%2d13%20Meetings%20%282013%2d14%20Planning%29%2f2013%2d02%2d06&FolderCTID=0x012000A81C091010AAB1448395189D5B0E589C>

DR2.2 Evaluate effectiveness of allocation process annually and revise as necessary.

On June 27, 2012, the BAARC membership finalized and distributed a self-evaluation form for the members to complete and return by August 31, 2012. The self-evaluation included questions in the following areas: committee workload,

processes, effectiveness and membership. The results of the evaluation were discussed by the committee on September 28, 2012. This self-evaluation produced a revision of the committee, as the committee approved adding the colleges' Directors of Technology Services to BAARC. DR2-7

DRAC self-assessment was completed on October 12, 2012 at which time the committee reviewed the assessment survey; no changes were recommended to the charge or committee composition. DR2-8. As previously noted, dialogue continued regarding membership at the September 13, 2013 meeting, in response to the 2013 self-assessment.

DR2.3 Implement TracDat at the college and district offices.

TracDat software has been fully launched at both colleges and is actively being used for the development and housing of all program reviews, administrative unit reviews, student learning outcomes, administrative unit outcomes, and strategic planning information. Data-driven budget requests linked to programs and units are now developed in TracDat. District Services are using it for their administrative unit reviews and planning.

IVC has developed an online Resource Request form which requires authors to link their requests to a Program Review (for operational requests), a College/District-wide Objective (for strategic initiatives), or both for many requests that address strategic objectives through existing programs. DR2-9

DR2.4 Create and implement district-wide plan related to capital improvement, scheduled maintenance, and technology.

The district and both colleges have made broad efforts not only to increase the amount of information disseminated throughout the district but also to expand the means of sharing that information through existing and newly developed communication tools.

- a) After the completion of Board Policy 3110 Basic Aid Funds Allocation Process (adopted August 29, 2011), the newly-formed Basic Aid Allocation Regulation Workgroup drafted the corresponding Administrative Regulation 3110 Basic Aid Allocation that details the allocation timeline and cycle, responsible parties, applicable planning documents, process for determining allocation amounts, and the Basic

Aid Allocation Recommendation Committee (BAARC) composition and responsibilities:

Purpose of BAARC: This participatory governance committee is charged with implementing BP 3110 and AR 3110 by utilizing plans developed by other district-wide committees and councils.

BAARC is a participatory governance group composed of district vice chancellors, college vice presidents of instruction, directors of facilities and fiscal services, classified and academic senate presidents and additional representatives intended to achieve widespread representation of the district . DR2

BAARC gathers widespread input from, and provides information to, college presidents and all leadership groups. Any and all resulting recommendations and draft work is broadly communicated for transparency and further input from constituencies prior to any recommendations being made to the Chancellor.

b) On June 2012, BAARC responded to the District-wide Strategic Plan Goal 4.2.1.DR2-6. The resulting drafted District-wide Integrated Budget and Planning Handbook was posted on the SOCCCD SharePoint site, making it available to all employees. This extensive, user-friendly compilation of all documents pertaining to district-wide funds allocation and budget development provides another avenue of communication and further promotes an open, transparent and inclusive environment.

c) As was the case for the prior year, in the,2012-13 fiscal year BAARC reviewed final district basic aid funding priorities, discussed drafted scenarios for distribution, and finalized recommendations through collegial consensus. The Vice Chancellor of Business Services met with both college presidents and fiscal directors to share the BAARC funding recommendations in an effort to increase collegial and inclusive communications. The BAARC basic aid funding recommendations for the fiscal year were forwarded and approved by the SOCCCD Board of Trustees.

d) On March 15, 2013, April 12, 2013, and May 3, 2013 BAARC reviewed district basic aid funding priorities for fiscal year 2013-14 and discussed drafted scenarios for distribution. The draft recommendations were sent back to the main contributing committees, viz. CIC and DTC, and to the colleges, specifically SPOBDC and College Council at IVC. All constituents had the opportunity to reconsider their priorities and recommendations to BAARC, taking into account the most recent budget estimates for fiscal year 2013-14. Then, BAARC members reconsidered all the recommendations and arrived at consensus for their

recommendation to the chancellor for the allocation of “basic aid” funds. There was a single point on which no agreement was reached; as per AR 3110, this matter was sent, along with a précis of the discussion arguments, to the chancellor to decide. BAARC members did agree to be guided by the chancellor’s decision. This was the first test of this component of AR 3110, and there was consensus in BAARC that the AR provisions were correct and appropriate. Furthermore, in the 2013 self-evaluation, members expressed high levels of satisfaction with the open and collegial discussion, and the decision-making process, and its final disposition, even with regard to this potentially contentious matter. DR2-10

e) BAARC recommendations were finalized and presented to the Board of Trustees at the May 2013 meeting.

f) On June 17, 2013, the recommended allocation levels were adopted by the Board of Trustees which led to funding of district and college-wide funding priorities.

g) The Capital Improvement Committee (CIC) looks at both scheduled maintenance needs and new facilities needs; both sets of requests are submitted to BAARC for consideration, with recommendations from the CIC. Rather than create a plan without a sufficient understanding of the facilities maintenance and improvements at both colleges, the CIC has embarked on a project to evaluate the facilities needs at both colleges. This project is currently underway. In the interim, the existing college 20-year facilities and maintenance plans have been used by CIC to create short-term prioritized lists for capital improvements and scheduled maintenance. The integrated 20-year plan will then be developed by CIC in consultation with the colleges in Spring 2014.

DR2-3 Basic Aid Allocation Project Types:

Funding of capital construction, major renovation, large infrastructure projects, and site development projects will follow district and college strategic plans; education and facilities master plans including the 20-year Facility, Renovation and Scheduled Maintenance Plan and Five Year Construction Plan; funds are also allocated to the retiree benefit trust fund and other long term obligations; trustee elections; legislative advocacy; major legal fees and judgments; major technology initiatives as identified in the district and college technology plans; and are allocated as fifty percent matching funds for scheduled maintenance and smaller renovation projects, including maintenance equipment, as identified in the 20-year Facility, Renovation and Scheduled Maintenance Plan. The other fifty percent of funds for scheduled maintenance and small renovation projects are funded from the

general fund unless other funding sources can be identified and utilized. Such allocations from “basic aid” must be used within five years on the specific project for which funding was allocated. The allocations are based on the distribution ratios used in the DRAC process.

DR2-4 Capital Improvement Committee Facility Related Definitions

<http://inside.ivc.edu/committees/Accreditation/2012/Shared%20Documents/Evidence/DR2/DR2-4-CIC-Facility-Related-Definitions.pdf>

DR2-6 District-wide Objective 4.2. SOCCCD will continue to review and revise the resource allocation processes to ensure that expenditures are linked to planning priorities. In addition, the district will create a user-friendly and accessible document that explains how the District’s Resource Allocation process works, guides staff through the process(s), and demonstrates how the new district-wide planning processes and documentation will better connect planning to resource allocation.

EVALUATION

The Irvine Valley College allocation model linking planning and budget addresses standards I.A.1., I.B., III.D.1.a., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., and IV.B.3.c. Formalizing a district-wide process for the allocation of “basic aid” funds addresses the recommendation, as recognized in the Accrediting Commission’s communication. The resulting clear and transparent budget allocation process allows the colleges to meet their short and long-term needs. The completion and adoption of both Board Policy 3110 Basic Aid Funds Allocation Process and Administrative Regulation 3110 Basic Aid Allocation have provided guidelines for the allocation process and distribution. The basic aid allocation documents have assisted the district and colleges in their efforts to increase the open and transparent environment in which information is widely disseminated and recommendations to the Chancellor and the Board of Trustees are reviewed for effectiveness. Development with TracDat continues, with the goal of facilitating funding requests and fully linking instructional programs’ and administrative units’ reviews in the colleges and district services.

The district and its colleges have developed an open and collaborative process to sustain a data-driven resource allocation of all district funds. The successful implementation of the model was in part due to the development of Board Policy 3110 and Administration Regulation 3110, which delineate the specific processes for resource allocations among the five types of project identified in BP 3110.

EVIDENCE: DISTRICT RECOMMENDATION 2

DR2-1 – District-wide Planning and Decision Making Manual:

[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DP/DWPC/SHARED%20DOCUMENTS/DW%20PLANNING%20DOCUMENTS%20-%20ANNUAL%20UPDATE%20FOR%20FUNCTION%20MAP,%20PLANNING%20AND%20DECISION%20MAKING%20MANUAL/DW%20PLANNING%20AND%20DECISION%20MAKING%20MANUAL%202012%20FINAL%20UPDATE_10.25.12.PDF](https://sharepoint.socccd.edu/chancellor/dp/dwpc/shared%20DOCUMENTS/DW%20PLANNING%20DOCUMENTS%20-%20ANNUAL%20UPDATE%20FOR%20FUNCTION%20MAP,%20PLANNING%20AND%20DECISION%20MAKING%20MANUAL/DW%20PLANNING%20AND%20DECISION%20MAKING%20MANUAL%202012%20FINAL%20UPDATE_10.25.12.PDF)

DR2-2 Capital Improvement Committee Facility Related Definitions

<http://inside.ivc.edu/committees/Accreditation/2012/Shared%20Documents/Evidence/DR2/DR2-4-CIC-Facility-Related-Definitions.pdf>

DR2-3 Fiscal Services Newsletters:

[HTTPS://SHAREPOINT.SOCCCD.EDU/BS/FS/SHARED%20DOCUMENTS/FORMS/ALLITEMS.ASPX?ROOTFOLDER=%2FBS%2FFS%2FSHARED%20DOCUMENTS%2F2012%20NEWSLETTERS&FOLDERCTID=0X01200040908FDE2C625448B911158BDF98F129&VIEW={99BEF3C0-A14F-4238-BCC3-05835CB39DCB}](https://sharepoint.socccd.edu/bs/fs/shared%20DOCUMENTS/FORMS/ALLITEMS.ASPX?ROOTFOLDER=%2FBS%2FFS%2FSHARED%20DOCUMENTS%2F2012%20NEWSLETTERS&FOLDERCTID=0X01200040908FDE2C625448B911158BDF98F129&VIEW={99BEF3C0-A14F-4238-BCC3-05835CB39DCB})

DR2-4 2012-13 DRAC Model Presentation to SPOBDC

[http://inside.ivc.edu/committees/spobdc/SPOBDC Agendas and Minutes/2012-13 Meetings \(2013-14 Planning\)/2012-07-27 \(Retreat\)/2012-13 DRAC draft Final model- 7 25 12.xlsx](http://inside.ivc.edu/committees/spobdc/SPOBDC%20Agendas%20and%20Minutes/2012-13%20Meetings%20(2013-14%20Planning)/2012-07-27%20(Retreat)/2012-13%20DRAC%20draft%20Final%20model-7%2025%2012.xlsx)

DR2-5 2013-14 Preliminary DRAC Model Presentation to SPOBDC:

[http://inside.ivc.edu/committees/spobdc/SPOBDC Agendas and Minutes/2012-13 Meetings \(2013-14 Planning\)/2013-02-06/Draft 2013-14 DRAC Model.mht](http://inside.ivc.edu/committees/spobdc/SPOBDC%20Agendas%20and%20Minutes/2012-13%20Meetings%20(2013-14%20Planning)/2013-02-06/Draft%202013-14%20DRAC%20Model.mht)

DR2-5 Basic Aid Allocation Recommendation Committee website:

<https://sharepoint.socccd.edu/chancellor/dwc/baarc/default.aspx>

DR2-6 Determining BAARC Funding:

[http://inside.ivc.edu/committees/spobdc/SPOBDC Agendas and Minutes/Forms/DispForm.aspx?ID=315](http://inside.ivc.edu/committees/spobdc/SPOBDC%20Agendas%20and%20Minutes/Forms/DispForm.aspx?ID=315)

DR2-7

BAARC Self Evaluation Questionnaire:

[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DWC/BAARC/HANDOUTS/HANDOUTS%20-%202012-06-29%20MEETING/HANDOUT%20NO.%205%20-%20EVALUATION%20QUESTIONS%20FOR%20BAARC.DOCX](https://sharepoint.socccd.edu/chancellor/dwc/baarc/handouts/handouts%20-%202012-06-29%20MEETING/HANDOUT%20NO.%205%20-%20EVALUATION%20QUESTIONS%20FOR%20BAARC.DOCX)

BAARC Minutes September 28, 2012:

[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DWC/BAARC/MINUTES/2012%20%20MINUTES%20-%20BASIC%20AID%20ALLOCATION%20RECOMMENDATION%20COMMITTEE/2012-09-28%20-%20BAARC%20MINUTES.PDF](https://sharepoint.socccd.edu/chancellor/dwc/baarc/minutes/2012%20%20MINUTES%20-%20BASIC%20AID%20ALLOCATION%20RECOMMENDATION%20COMMITTEE/2012-09-28%20-%20BAARC%20MINUTES.PDF)

DR2-8

DRAC Self Evaluation Questionnaire:

[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DWC/DRAC/HANDOUTS/2012-10-12%20-%20MEETING%20HANDOUTS/HANDOUT%20-%20DRAC%20SELF%20ASSESSMENT%20RESULT%2010-11-12.PDF](https://sharepoint.socccd.edu/chancellor/dwc/drac/handouts/2012-10-12%20-%20MEETING%20HANDOUTS/HANDOUT%20-%20DRAC%20SELF%20ASSESSMENT%20RESULT%2010-11-12.PDF)

DRAC Minutes October 12, 2012

[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DWC/DRAC/MINUTES/2012-DRAC%20MINUTES/2012-10-12%20-%20DRAC%20MINUTES.PDF](https://sharepoint.socccd.edu/chancellor/dwc/drac/minutes/2012-DRAC%20MINUTES/2012-10-12%20-%20DRAC%20MINUTES.PDF)

DR2-9 IVC Resource Request Form:

[HTTP://INSIDE.IVC.EDU/COMMITTEES/SPOBDC/RESOURCE%20FORM/FORMS/ALLITEMS.ASPX](http://inside.ivc.edu/committees/spobdc/resource%20form/forms/allitems.aspx)

DR2-10 BAARC AGENDA March 15, 2013:

[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DWC/DRAC/MINUTES/2013-DRAC%20MINUTES/2013-03-15%20-%20DRAC%20MINUTES.PDF](https://sharepoint.socccd.edu/chancellor/dwc/drac/minutes/2013-DRAC%20MINUTES/2013-03-15%20-%20DRAC%20MINUTES.PDF)

Fiscal Newsletter:

[HTTPS://SHAREPOINT.SOCCCD.EDU/BS/FS/SHARED%20DOCUMENTS/FORMS/ALLITEMS.ASPX?ROOTFOLDER=%2FBS%2FFS%2Fshared%20documents%2F2012%20newsletters&folderctid=0X01200040908FDE2C625448B911158BDF98F129&view={99BEF3C0-A14F-4238-BCC3-05835CB39DCB}](https://sharepoint.socccd.edu/bs/fs/shared%20documents/forms/allitems.aspx?rootfolder=%2FBS%2FFS%2Fshared%20documents%2F2012%20newsletters&folderctid=0X01200040908FDE2C625448B911158BDF98F129&view={99BEF3C0-A14F-4238-BCC3-05835CB39DCB})

2012-13 DRAC Model Presentation to SPOBDC

[http://inside.ivc.edu/committees/spobdc/SPOBDC Agendas and Minutes/2012-13 Meetings \(2013-14 Planning\)/2012-07-27 \(Retreat\)/2012-13 **DRAC** draft Final model- 7 25 12.xlsx](http://inside.ivc.edu/committees/spobdc/SPOBDC%20Agendas%20and%20Minutes/2012-13%20Meetings%20(2013-14%20Planning)/2012-07-27%20(Retreat)/2012-13%20DRAC%20draft%20Final%20model-7%2025%2012.xlsx)

2013-14 DRAC Model Presentation to SPOBDC:

[http://inside.ivc.edu/committees/spobdc/SPOBDC Agendas and Minutes/2012-13 Meetings \(2013-14 Planning\)/2013-02-06/Draft 2013-14 **DRAC** Model.mht](http://inside.ivc.edu/committees/spobdc/SPOBDC%20Agendas%20and%20Minutes/2012-13%20Meetings%20(2013-14%20Planning)/2013-02-06/Draft%202013-14%20DRAC%20Model.mht)

Determining BAARC Funding:

[http://inside.ivc.edu/committees/spobdc/SPOBDC Agendas and Minutes/Forms/DispForm.aspx?ID=315](http://inside.ivc.edu/committees/spobdc/SPOBDC%20Agendas%20and%20Minutes/Forms/DispForm.aspx?ID=315)

BAARC Self Evaluation:

[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DWC/BAARC/HANDOUTS/HANDOUTS%20-%202012-06-29%20MEETING/HANDOUT%20NO.%205%20-%20EVALUATION%20QUESTIONS%20FOR%20BAARC.DOCX](https://sharepoint.socccd.edu/chancellor/dwc/baarc/handouts/handouts%20-%202012-06-29%20meeting/handout%20no.%205%20-%20evaluation%20questions%20for%20baarc.docx)

DISTRICT RECOMMENDATION 3

District Recommendation 3: The teams recommend that the college, district administrators, faculty and staff develop a communications process among the entities on key issues of district-wide concern including academic calendar, planning, ATEP, technology and building priorities (IV.A.2, IV.B.3).

COLLEGE RESPONSE AND UPDATE

This recommendation has been met, as indicated in the Visiting Team's November 3, 2011 Follow-up Report and the Commission's November 21, 2011 letter. Actions taken at the District and College levels also align with IVC's Planning Agenda:

- item 1 ("In order to facilitate college engagement in inclusive, informed, and intentional dialogue about institutional quality and improvement, the College will review, integrate, and continue to raise awareness of the college's decision-making processes.")

Decision-making processes on key issues of district-wide concern operate within a variety of councils and committees designed to encourage district-wide participation and clear, open communication. Over the past three years, the colleges and district have come together to develop consistent, clear, and open communication channels and protocols. Through extensive dialogue, a district-wide barrier 4 task force proposed a number of strategies to address the identified communication issues. These are outlined in the table below:

Communication Issue	Possible Solutions
Issue #1: Decisions are made and it is not clear they have been made.	<ul style="list-style-type: none">• Post meeting agendas, minutes, handouts, and related documents on SharePoint so that a clear chronology of decisions is available.• Clearly delineate decisions and action items in meeting minutes. Include any steps needed to move the process forward. All committees to use the same template for minutes.• Look into improvements to electronic search capacities.• Provide RSS feeds.• Ensure changes in processes are clearly communicated through regular open forums held at the colleges by district services.

Issue #2: Lack of process creates indecision, so decisions are not being made.	<ul style="list-style-type: none"> · Function Map will clarify who “owns” decisions. · See solutions for Communication Issue #3.
Issue #3: Some committees are not clear on their charge and member responsibilities are not clear.	<ul style="list-style-type: none"> · Update and maintain a list of district-wide committees that includes the committee charge, scope, and membership. · Define the responsibilities of the: <ul style="list-style-type: none"> ○ Committee ○ Chair ○ Members · For each committee, define: <ul style="list-style-type: none"> ○ Decision-making process ○ Reporting structure ○ Process to resolve disagreements · The committee chair is responsible for ensuring that the information described above is posted on the committee’s SharePoint site.
Issue #4: Decisions are not clearly communicated. Need to standardize use of channels of communication.	<ul style="list-style-type: none"> · Utilize SharePoint as a required communication tool. · Identify “official” forms of communication. · Standardize a uniform meeting minutes format that includes: <ul style="list-style-type: none"> ○ Specific decisions made ○ Summary of basic purpose or outcome of meetings ○ Action Items · See solutions for Communication Issue #1, including open forums and RSS feeds.
Issue #5: If committee members do not agree, what is the next step?	<ul style="list-style-type: none"> · Develop uniform definitions of consensus, majority, and unanimity. · Build into the decision-making process the steps to resolve disagreements so that stall tactics do not impede progress. · Establish district-wide code of conduct. · See solutions for Communication Issue #3.

The specific strategies enacted have included:

- A monthly newsletter of highlights from the meetings of the board of trustees.
- Dissemination of newsletters and district updates from the Office of the Chancellor and the district director of public affairs.
- Periodic chancellor-led open forums at both colleges.
- Creating an intranet (SharePoint) site for district-wide committees that outline each committee's charge, membership, and member responsibilities, and to which all documents are stored related to that committee. These sites are available to all district employees.
- Listing all district-wide committees and their specific charge in the SOCCCD Planning and Decision-Making Manual.
- Development of a standardized template for committee meeting agendas and minutes that requires reporting of all decisions and action items within five days.
- Development of uniform definitions of consensus and standards of interaction so that resolutions can be achieved among committee members who possess a common understanding of these terms.
- Establishment of an annual self-assessment of all committees to ensure that they are fulfilling their stated purpose and communicating all actions taken. The results of this self-assessment are discussed at the District-wide Planning Council (DWPC) and recommended changes are implemented as deemed appropriate and are documented in the DWPC minutes.
- Improving the search capacity of the board of trustee meeting minutes and agendas (which can exceed 300 pages) by keyword
- Sending email updates to employees, such as the Board of Trustee Meeting Highlights and District Updates.
- Creating RSS feeds on SharePoint for all district committee sites so that employees can receive notification of recent developments.
- Developing a wiki for district services with access to pertinent information such as personnel, processes, forms, and so on.

With respect to the five issues specifically mentioned in this recommendation, awareness of communication needs and the suggested solutions have had the following impacts:

Academic Calendar

Academic calendars for 2012-2013 and 2013-2014, and 2014-2015 were established through collegial efforts from both colleges and district services represented on the District-wide Calendar Committee, chaired by Dr. Robert Bramucci, the vice chancellor of technology and learning services. These calendars were approved by all participatory governance groups and adopted by

the board of trustees, with, most recently, the 2014-2015 calendar being approved at the Board's April 29, 2013 meeting. The approved calendars address the unique needs of both colleges while decreasing long-standing length disparities between the fall and spring semesters. They also increase the length of winter break, which will provide options for programs that utilize field trips, institutional visits, and discipline-specific internships, and provide "down time" for the completion of technology upgrades, maintenance projects, and counseling services.

Planning

The first goal of SOCCCD District-wide Strategic Plan 2011-2014 is to "create a district-wide culture which is characterized by mutual respect and collaboration and that celebrates the uniqueness of each institution"

[<https://www.saddleback.edu/accreditation/DistrictRecommendation1/1-17%20SOCCCD%20Strategic%20Plan%20Draft%203.pdf>]. Open communication is essential to creating and sustaining a climate based on trust, mutual respect, and aligned purposes. Each step of the strategic planning process is inclusive of all constituent groups and is posted on the SharePoint site for the District-Wide Planning Council (DWPC). This is also true of the Educational Facilities and Master Plan (EFMP) development process, during which a website was established that allowed individuals to view documents and participate in the process by leaving comments or obtaining answers to questions. District-wide forums also serve as venues for open communication.

The SOCCCD Planning and Decision-Making Manual, which clearly documents how decisions are made within the district, has helped to make the entire planning and resource allocation processes more transparent and understandable.

ATEP

Over the years, planning and decision-making with regard to ATEP decisions have been problematic. Currently, decisions regarding ATEP are being made in a forthright manner and are communicated clearly. One way that this issue has been handled was through the creation of Board Policy 3110, (discussed previously), which lays out the priorities for basic aid funding, and the subsequent development of the corresponding administrative regulation.

Another way that communication has been facilitated in relation to ATEP was through the improvement of the ability to conduct keyword searches in the board of trustees meeting agendas and minutes. This makes information about board actions more easily attainable. The SOCCCD District-wide Strategic Plan 2011-2014 calls for a collaborative 3- to 5-year site development plan that will clearly delineate the future steps to be taken regarding ATEP (planning objective 6.2).

(More detailed discussion of planning with respect to ATEP appears in the college response to DR1 above.)

On July 31, 2013 Irvine Valley College hosted a College of the Future Summit to begin the action planning for developing a truly regional facility at ATEP that would seamlessly integrate education, training, and employment, attended by over sixty participants from business, higher education, K-12 education, government and the community. This summit was held in response to the SOCCCD Board of Trustees authorization for IVC to plan for Career and Technical Education programs in Energy, Digital Media/Entertainment, Optics, and Advanced Manufacturing in ATEP's future expansion.

<http://prezi.com/elt4fw0qvlgc/college-of-the-future-planning-assumptions/>

Technology

It was determined that a district-wide technology plan would be created with input from all constituent groups at both colleges. The plan is one of the objectives for the SOCCCD District-wide Strategic Plan 2011-2014 (planning objective 3.1), and is being developed by a task force of the District-wide Technology Committee (DTC) [3.10]. This process will enable the colleges to have input into the prioritization and funding of all district-wide IT projects. DTC also actively works with the colleges to prioritize the current list of backlogged projects in order to ensure that college needs are met, and applies to BAARC to fund its prioritized projects.

Building Priorities

The district has made significant progress in clarifying district-wide building priorities and how they are established. The colleges and district services effectively and collegially collaborated on the development of the EFMP, which includes five-, 10-, and 20-year projections. Feedback was solicited from constituent groups and individuals at the colleges through numerous meetings and focus groups, as well as a collaborative website. (link)

Moreover, as previously discussed, the CIC was established to collaboratively address long-term facilities and capital improvement needs and make recommendations using uniform, data-driven criteria to plan and budget for the next 20 years.

The colleges and the district also came together in the creation of BP 3110 that establishes a list of funding priorities for basic aid funds.

In addition to these procedural modifications, recent changes in personnel in district leadership and among the board of trustees have had a significant positive impact upon the level of open dialogue and shared decision-making in the district, and district-wide perceptions of collegiality and mutual respect. Gary Poertner, the current chancellor, is respected by all constituent groups on campus. The chancellor is committed to working collaboratively with all constituent groups at both colleges and to accurately conveying college needs to the board of trustees, and this actual change in behavior is being recognized by employees in all units of the district.

EVALUATION

Numerous steps have been taken to ensure that communication within the district will be prioritized highly, and the college is optimistic that communication will continue to improve. Although these steps will go a long way in making communication more open, efficient, and effective within the district, employees of the district must want to be informed and engaged. It is hoped that a demonstrated willingness to communicate on the part of the chancellor, district services, and the board of trustees will be reciprocated with increasing participation in committees and in district-wide events, such as open forums.

EVIDENCE: DISTRICT RECOMMENDATION 3

DISTRICT RECOMMENDATION 4

District Recommendation 4: The teams recommend that the Board of Trustees widely communicate the results of its self-evaluation process annually and use this as the basis for improvement (IV.A.5, IV.V.1.g.).

COLLEGE RESPONSE AND UPDATE

This recommendation has been met, as indicated in the Visiting Team's November 3, 2011 Follow-up Report and the Commission's November 21, 2011 letter.

In accordance with Board Policy 172, Board Self-Evaluation, which was adopted on August 27, 2007, the SOCCCD Board of Trustees must conduct an annual self-evaluation in order to identify its strengths and areas for improvement. Two years ago, the current process was carefully reviewed by the chancellor in consultation with the board of trustees and by the District-wide Accreditation Committee. It

was determined that the process was essentially sound, but that steps would be taken to a) communicate the results of the self-evaluation to all employees and the public, and b) ensure that the results were used to create action items for improvement.

In 2011, the chancellor and Board President Nancy Padberg decided to hire a facilitator to lead the board through its 2011 self-evaluation. Dr. Cindra Smith, who wrote the Community College League of California (CCLC) document entitled *Assessing Board Effectiveness: Resources for Board of Trustees Self-Evaluation* and who assisted the SOCCCD Board of Trustees with its 2009 self-evaluation, was selected, and continues to serve in this capacity. In 2012 and 2013, the board conducted self-evaluations following a similar process.

This process takes place in two stages. The first involves the administering of a comprehensive evaluation questionnaire for board of trustee members, a survey for Chancellor's Cabinet (a district-wide cabinet composed of members from all participatory governance groups – now called Chancellor's Council), administrators, and managers, all of whom regularly observe the board in action, and a survey for all employees of the district [4.05]. The questionnaire and surveys are administered online and are anonymous. The responses of the three groups are then compared. Stage two involves a Board of Trustees self-evaluation workshop, the most recent of which took place on May 18, 2013 at the Mission Viejo Country Club. This meeting was open to the public and was widely publicized through district-wide emails, the district website, and at board meetings. All district employees were invited to attend.

The facilitator set the agenda of the workshop based upon analysis of the data from the surveys. This included a review of the board's roles related to district-wide goals, the board's effectiveness goals, as well as an in-depth discussion of the survey results. At this workshop, Board members also worked to draft 2013-2014 Tasks/Goals and Action Plans and discussed recommendations for the 2014 Board Evaluation Process.

In a "significant majority" of the survey items, the Board was rated higher in 2013 than in 2012. Key areas of strength included: setting annual goals or priorities in conjunction with the Chancellor, maintaining a positive working relationship with the Chancellor, delegating administration of the district to the Chancellor, regularly evaluating the Chancellor's performance, periodically reviewing the Chancellor's contract, community relations and advocacy, and maintaining knowledge about district programs and regional and workforce needs. At the same time, it was noted that scores decreased in the areas of maintaining an up-to-date and

comprehensive Board policy manual, actively supporting college foundations and fundraising, and establishing expectations/standards to monitor quality and institutional effectiveness.

The third and final stage of the process involves the dissemination of the results to the college community and the public. The results of the surveys and discussions from all self-evaluations have been made available to the public on the Board Self-Evaluation webpage.

EVALUATION

Due to changes in the board composition and the appointment of a chancellor who has the respect of board members and college employees alike, there is a pervasive sense of optimism about the future of the SOCCCD among board members, employees, and community members alike. However, employee surveys of the Board still reflect some skepticism about the board's performance, and many indicators have remained flat in their approval rating over the past three years. The board intends to address this issue in future self-evaluations as well as those issues, indicated above, for which the board most recently received lower ratings.

EVIDENCE: DISTRICT RECOMMENDATION 4

<http://www.socccd.edu/about/BoardSelfEvaluation.html>

DISTRICT RECOMMENDATION 5

District Recommendation 5: The teams recommend that the Board of Trustees develop a clearly defined policy for a code of ethics which must include dealing with violations of the Board's code of ethics (III.A.1.d, IV.B.1.h.).

college response and update

This recommendation has been met, as indicated in the Visiting Team's November 3, 2011 Follow-up Report and the Commission's November 21, 2011 letter.

The SOCCCD first adopted Board Policy 1400, Code of Ethics – Standards of Practice, in 1977, and has revised it on various occasions over the years. As noted in the college's 2010 Accreditation Self-Study Report, however, the policy did not include a stated process for dealing with board member behavior that violates the policy, and it was recommended that such a clause be added to the board policy in order to be in compliance with Standard III.A.1.d.

At the direction of the chancellor, the vice chancellor of human resources, David Bugay, contacted Mary Dowell, legal consultant to the CCLC, in order to gather information and appropriate documentation to be used in developing an additional section of the existing policy on board ethics. Based upon this information, Dr. Bugay drafted a new policy, renumbered as Board Policy 110 in order to more closely follow CCLC board policy number conventions. Eventually, Dr. Fitzsimons, vice chancellor of business services, took over the responsibility of shepherding the policy through the revision and approval process.

At the February 11, 2011, meeting of the Board Policy and Administrative Regulations Committee (BPARC), a district-wide participatory governance committee, the first draft of the revised board policy was presented to its members. The revised policy includes the following new section on enforcement:

All board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the board's Code of Ethics. The board reserves the right to censure any board member who does not adhere to this policy or engages in other unethical conduct.

A. Censure is an official expression of disapproval passed by the board of trustees. A board member may be subject to a resolution of censure by the board of trustees should it be determined the trustee misconduct has occurred.

B. A complaint of trustee misconduct will be referred to the board president.

C. With the assistance of legal counsel, the board president will appoint a committee of three trustees not associated with the complaint to conduct an investigation and review the matter. In the event the complaint involves the board president, another officer of the board shall form the committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee, shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.

D. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.

E. The committee shall, within a reasonable period of time, make a report of its findings to the board of trustees for action.

F. Board members who are found by a majority of the board to have acted unethically or to have violated this policy may be subject to reprimand, possible exclusion from closed sessions, public censure, referral to the district attorney for criminal prosecution, or other action as determined by the board.

The revised policy was sent to the board of trustees for input. The chancellor decided that since this policy dealt directly with sensitive trustee issues, it would immediately be sent to the trustees for their input. Following trustee comment, the policy would return to BPARC in order to proceed through the normal review and revision process. The first presentation of this policy to the board of trustees was made at the April 2011 meeting [X]. The trustees were given two months to provide comment to the proposed policy changes.

After incorporating the trustee input, a revised draft policy was returned to the vice chancellor to present to BPARC at their next regularly scheduled meeting in June 2011. The revised draft policy was placed on the BPARC agenda for review, comment, and revision, and then forwarded to all participatory governance groups within the district [X]. Each Saddleback College governance group representative presented the revised policy to its membership for review [5]. Following approval from college governance groups, the policy was once again taken back to BPARC for final discussion, approval, and recommendation to the chancellor. The chancellor reviewed the final draft policy and placed it on the September 26, 2011,

board agenda [X] for adoption and implementation. It was unanimously approved by the board of trustees.

The extensive and exhaustive process to develop and vet BP 110 Code of Ethics – Standards of Practice has been described. This Board Policy is now in place, and, thankfully, has not been invoked or tested.

Evaluation

It is recognized that the behavior of the governing board of the district sets the tone for the entire district. Therefore, it was extremely important that this policy was revised to include ramifications for violations of the board's Code of Ethics. Fortunately, recent changes in board membership have also ushered in a new era of cooperation and collegiality among board members and between the board and district leadership. Addressing this recommendation gave the entire district the opportunity to reaffirm its commitment to ethics, respect, and civility.

Evidence: District Recommendation 5

DISTRICT RECOMMENDATION 6

District Recommendation 6: The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision making and the role of the district in college planning and decision making. The district should perform a regular review of district committees, conduct an assessment of the overall effectiveness of services to the colleges and communicate the results of those reviews (IV. B.3.a, IV.B.3.b., IV.B.3.e., and IV.B.3.f.).

COLLEGE RESPONSE AND UPDATE

This recommendation was met in 2012, as indicated in the Accrediting Commission's evaluation team's Follow-up Report of November 9, 2012. Moreover, actions taken relative to the issues covered in this recommendation align well with three of IVC's Planning Agenda items:

- item 1 (“In order to facilitate college engagement in inclusive, informed, and intentional dialogue about institutional quality and improvement, the College will review, integrate, and continue to raise awareness of the college’s decision-making processes, including...The Planning and Decision-Making Manual which delineates avenues for effective participation in college planning and decision-making”)
- item 3 (“Through the Annual Program Review Process, academic programs, student services programs, and administrative units will develop authentic assessments that will further align planning, evaluation, and program improvement with college decision-making purposefully directed toward improving student learning”)
- item 4 (“Regular evaluation by the College (and modifications, if necessary) of the District-wide delineation of responsibilities and functions. Regular feedback mechanisms at the College which assess the effectiveness of District services, including the Office of the Chancellor in meeting the needs and priorities of the institution; and Regular evaluation by the College of the district’s role, delineation, governance and decision-making structures and processes.”)

Delineation of Functional Responsibilities

The delineation of functional responsibilities between district services and the colleges is articulated in the South Orange County Community College District-wide Function Map, a product of the ACCJC Recommendation #3 and #6 Joint Task Force, comprised of representatives from Irvine Valley College, Saddleback College and district services. The SOCCCD District-wide Function Map was

subsequently approved by the District-wide Planning Council on November 4, 2011. The function map was reviewed and updated by a workgroup of the District-wide Planning Council established at their May 30, 2012 retreat¹. Both colleges and district services were engaged in the review, and the updated function map was approved as recommended by the workgroup with no additional changes at the November 2, 2012 District-wide Planning Council meeting.² All planning documents are to be reviewed annually; the most recent scheduled review occurred June 26, 2013.

A function map for ATEP was introduced and discussed at the September 9, 2012 meeting of the District-wide Planning Council. It was then reviewed at each college, approved at the November 2, 2012 meeting, and added to the District-Wide Planning and Decision Making Manual.³

Planning and Decision Making Processes

The ACCJC recommendation to develop a district-level process for decision making that, in addition, outlined the role of the district in college planning and decision making, was addressed by the creation of the District-Wide Planning and Decision Making Manual prior to submission of IVC's 2011 Accreditation Follow Up Report. This document, like the function map, has been reviewed and updated by a work group established at the District-wide Planning Council retreat. Changes were vetted at both colleges and district services, and approved at the November 2, 2012 District-Wide Planning Council Meeting. The current planning manual and timeline are posted on the SOCCCD SharePoint site.⁴

IVC had changed its strategic planning cycle early in 2012 to be in sync with the district planning cycle.⁵ In this way, the environmental scan conducted as part of District-wide planning could be utilized by IVC, and the college and district priorities would more likely be synergistic. Both colleges cooperated with the district to identify the necessary elements of the environmental scan, which was prepared and distributed at the end of the Spring 2013 semester.⁶

¹ District-wide Planning Council Retreat Minutes, May 30, 2012.

² District-wide Planning Council Minutes, November 2, 2012.

³ District-wide Planning Council Minutes, November 2, 2012.

⁴ District-wide Planning and Decision Making Manual

⁵ SPOBDC Minutes October 5, 2011

⁶ [Insert] SOCCCD Environmental Scan 2013

Following dialogue at the February 1, 2013 meeting of the District-wide Planning Council, the strategic planning cycle was aligned for all the district segments, by consensus, on April 5, 2013.⁷ Irvine Valley College, Saddleback College, and district services will each utilize the same six year cycle (2014-2020) with review and revisions at the three year point.⁸ This schedule will ensure that the plan will be in place a full year prior to the colleges' accreditation self-evaluation year. Additional dialogue resulted in a plan to change the current five year district education and facilities master plan and construction plan to a coordinated six year cycle as well.

Review of District Committees

Each of the district-wide committees has a site on the SOCCCD SharePoint site where agendas, minutes, shared documents, and handouts are posted to make them accessible to all employees in the entire district. Faculty and staff can elect to have notices sent to them electronically when new documents are posted or comments are submitted to a committee's forum by setting up an alert for a given site.

All district-wide committees conducted a formal assessment of their effectiveness in 2012. These committees include:

- Chancellor's Council
- Chancellor's Executive Council
- District-wide Planning Council
- Basic Aid Allocation Recommendation Committee
- Board Policy and Administrative Regulation Council
- Capital Improvement Committee
 - District Resources Allocation Committee
 - District-wide Technology Committee
 - District Online Education Committee
 - Academic Calendar Committee
 - Business Continuity Planning
 - Learning Service Coordinating Committee
 - Records Management
 - Sabbatical Leave Committee
 - Custodian of Records
 - CQI Classified Recruitment

⁷ District-wide Planning Council Minutes, April 5, 2013.

⁸ District-wide Planning Council Minutes, April 5, 2013 and handout: Proposed Strategic Planning Cycle Alignment

Building on self-assessment review processes initiated and developed at the college, the District-wide Planning Council created a standardized tool that provided each committee member an anonymous means of providing self-assessment and feedback. Results of the self-assessment were then reviewed by each committee. The District-wide Committee/Council Self-Assessment Summaries 2011-2012 document was provided as a handout and discussed at the February 1, 2013 District-wide Planning Council meeting.⁹

The District-wide Planning Council provides a fine example of self-assessment leading to change. This Council, due to the diversity of its membership, is capable of visualizing district processes on a broad scale and thus is able to generate self-assessment that is particularly meaningful. At the May 30, 2012 retreat of this body, dialogue about the accomplishments and work remaining for this committee led to the decision to increase the frequency of its meetings from once to twice per semester, in addition to an annual retreat in May or June, and the addition of a student from each college to the membership of the council.¹⁰

At the June 26, 2013 retreat of this body, members reviewed the strategic plan, discussed the sufficiency of current methods of self-assessment (with a proposal being offered that a district-wide survey of all members of district-wide committees be administered to get a broader view from people outside individual district-wide committees, but who still know something about how these committees work in order to better assess operations, redundancy, etc.) Previously, these committees were too new and therefore this sort of assessment would not be valid or of much use; now that these district-wide committees have matured, such a survey may be both appropriate and useful.

Assessment of Services

In addition to committee self-assessment, many district service units conducted administrative unit reviews (AURs), incorporating data from a district-wide survey conducted in Spring 2011. The District Services Administrative Unit Reviews 2011–2012 were published in May 2011¹¹, followed by SOCCCD District Services Survey Results 2011 Evaluation and 2011-2012 Action Plans¹² The

⁹ District-wide Committee/Council Self-Assessment Summaries 2011-2012 handout from the February 1, 2013 District-wide Planning Council meeting

¹⁰ District-wide Planning Council Retreat Minutes, May 30, 2012.

¹¹ District Services Administrative Unit Reviews 2011–2012

¹² SOCCCD District Services Survey Results 2011 Evaluation & 2011-2012 Action Plans (August 2011)

action plans were distributed via e-mail to all district employees on August 31, 2011, and placed on the SOCCCD SharePoint site to keep the process transparent and widely accessible to all district employees.¹³

The district services survey was repeated in 2012, largely using the same questions for comparability, but results were not broken down by college in addition to the district-wide compilation, as they had been for the 2011 survey.¹⁴ The quantitative results for business services, human resources, and district IT do not appear to be significantly different between the two surveys. Narrative comments for these services identify a number of frustrations common in both surveys, but more positive comments were made in the 2012 survey.

In Fall 2011, and again in Fall 2012, district services held a series of workshops referred to as the District Services Road Show at both colleges. The district services units discussed procedures and processes used by the district, and allowed participants to provide feedback so that district administrators might gain a better understanding of the needs of “end users” at the colleges.¹⁵ The road show presentations were widely publicized and copies of the presentations were posted for employee reference.

The assessment of district services data resulted in several significant district unit improvements that resulted from the action plans completed by each unit. Examples include:

- Business Services:

- In January 2012 the District Resource Allocation Committee sponsored a presentation “Understanding the Budget and Basic Aid” at both colleges. The presentation was followed by a question and answer forum to clarify the process and increase an open, transparent and inclusive dialogue. Employees reported that the presentation was informative and helpful to understanding and participation in the allocation process.
- Business Process Analysis (BPA) sessions have been ongoing since May 2012 at both colleges to update practices for efficiency. Most BPAs took place in Summer 2012, with follow-up work as part of selecting a vendor. In an effort to identify the college’s own needs and construct a vendor-vetting process, BPAs were constructed over the summer as needed. To date, various other BPAs have

¹³ District email from Chancellor dated May 7, 2012

¹⁴ SOCCCD District Services Survey Results 2012

¹⁵ DR6-2 -District-Services-Road-Show-Sept-11

been held, as needed: budget, purchasing, accounts payable and accounts receivable, hiring processes and employee orientation, facilities planning and construction, financial aid processing, board agenda development, payroll and timekeeping, integration and correspondence of curriculum management with enrollment and instructional scheduling, travel, grants and auxiliaries, benefits processing, and contracts.

For instance, the BPAs have been a forum for examining vendor qualifications and to identify a software system to replace the existing Escape software, which is difficult to use and lacks desired functionality for college and district services users. Attendees from IVC noted that the BPAs were highly valuable as they allowed district service staff and end users at the campus to look at processes and forms; there were issues that stood out immediately and some improvements were implemented as soon as the following day; for others, plans were implemented as soon as was feasible, and for other processes there was no clear way to implement suggested efficiencies with the current software, so the current plan involves development of the new system with many identified process improvements in place. Duplicative efforts and shadow systems are ubiquitous; it is hoped that the new system will obviate the need for most of these. These meetings also provided participants insight as to the job functions of all involved, which immediately increased mutual respect. The vendor BPAs have afforded input from the colleges into the selection of a system to replace the Escape, the existing financial system, as the first priority, and then systems for human resources and other functions would be added in phases.

- An electronic contract approval system was created, proposed, and adopted that provides streamlined review and improved communication with the contract proposer.
- The District-Wide Integrated Budget Planning Handbook was created and reviewed at the September 7, 2012 meeting of the District-wide Planning Council meeting. The document has been posted on SharePoint.¹⁶

- Human Resources

In order to obtain a clear understanding of district processes, to streamline when possible, and to provide necessary information for the purchase of more efficient and modern software, Dr. Debra Fitzsimons, vice chancellor of business services, initiated Business Process Analysis (BPA) sessions of the following services: travel, payroll processing, hiring, onboarding, budget development, account receivables, and purchasing/account payables. These were conducted between the

¹⁶ [Need] District-Wide Integrated Budget Planning Handbook

months of May and August in 2012, and included participants from all segments of the district community.

The goal of the business and HR BPAs is to eliminate redundancies and establish clear instructions for college and district processes. As a result, a BPA report was created delineating the recommended changes and any progress to date. Currently, units are developing individual operations guidelines and manuals; this work will continue as the new system is implementing. Each unit within Business Services and Human Resources will be reviewing the recommendations and incorporating into their AUR annual update for 2013.

- Information Technology:

- Beginning Fall 2011, district IT management and specialists began meeting with governance group representatives on both campuses to gain insight for improving technology services. These meetings began in late August 2011 at Irvine Valley College and have resulted in some tangible improvements in process and communication.

- The District-wide Technology Committee (DTC), composed of district, Saddleback College, and Irvine Valley College IT leaders and constituent group representatives, meets regularly to consider technology issues such as budgeting, project priorities, improved communication and coordination.¹⁷

- The SOCCCD Technology Plan was developed by the District-wide Technology Plan Task Force and forwarded to the DTC for review and approval on April 5, 2012. This five year plan had been vetted at both colleges before final approval at DTC. Annual review and update was planned to allow for modification as priorities and needs shift. The DTC, weighted heavily with district IT staff, began work in Spring 2013 to prioritize basic aid funded technology projects. Employees at IVC, however, did not feel the initial prioritization reflected the priorities of the college. Therefore, in 2011-2012 the colleges collaborated ahead of the prioritization meeting to identify common priorities; (the colleges did not have the time to do so in 2012-2013). In an effort to repair that situation, the DTC recommendations were re-formulated several times, to reflect the needs of the colleges somewhat better. While the IVC participants were not entirely satisfied, it is acknowledged that the final recommendations are a significant improvement over the initial set.

¹⁷ DR6-5 District-wide Technology Committee SharePoint Site.pdf

The current technology plan update is under review, beginning April 2013, by the DTC, which provided input into categories and details for structure.

- A series of meetings between IVC and district IT stakeholders was facilitated by IVC's president to effect more positive and productive interactions. The chancellor had commissioned an assessment of IT operations that served as the basis for starting this dialogue. The group agreed to a new process of faculty selection for workgroups and committees surrounding district IT issues which requires the president to make appointments rather than have district IT staff ask faculty members with whom they are familiar to participate, in an effort to increase accountability for communication at the college level. In addition, it has been recommended that, to facilitate faculty representation, meeting times be regularized and predictable. Further, it has been recommended that the district IT membership proportion be reduced, and that district services have at least some representation aside from the IT personnel.

* Sabbatical Committee

On August 6, 2013, outgoing and continuing members of the district-wide Sabbatical Committee were contacted for input on the sabbatical application process for 2014-2015 academic year leaves. The committee co-chairs had examined the process closely to ensure compliance with the Academic Employee Master Agreement, with consideration for the interests of the college presidents and to make the proposal form itself more efficient and clear by compiling all parts of the application into a single form, rather than separate documents, as has been in the case in the past. Revised versions of the Sabbatical Proposal and Application Instructions and Proposal form were sent to members who were asked to review these documents and respond with comments and feedback. These revised documents also establish due dates for forwarding the proposal (or draft of proposal) to the College President by October 15, 2013 and submission of the final proposal to the Sabbatical Committee by November 1, 2013 thereby helping to clarify the role of the college presidents in this decision-making process.

In the past, applicants were required to provide a (separate) Subject Area Feedback form with comments and signature from department chair and/or division/school dean. The intent was to provide information to assist the committee to understand the purpose and value of the proposed project. It was determined, however, that the forms submitted have not consistently fulfilled this purpose. With the revised process, the faculty applicant is required to discuss a proposal with two peers, department chair, Dean and VP and to secure the initials of each prior to presenting the proposal or draft of proposal to the college president. By doing so, the committee aims to simplify the process by reducing the number of application forms, while encouraging the applicant to seek input and feedback earlier in the

development of the proposal than had been in the case in the past. Outgoing and continuing Sabbatical Committee members are currently in the process of considering whether or not the revised requirements in fact do eliminate the need for a separate feedback form while providing applicants with effective feedback on their proposals and enhancing the clarity of this decision-making process.

EVALUATION

Irvine Valley College meets Standard IV, having resolved the issues leading to this recommendation prior to submission of its follow up report in 2011.

In 2010, after the arrival of the new chancellor, the district took action to create a clear delineation of its functional responsibilities, a district-level process for decision making, and the role of the District in college planning and decision making. To date, the district also has twice reviewed and revised the documents that articulate these processes. The district has performed a systematic annual review of district planning committees, conducted annual assessments of the overall effectiveness of services to the colleges, communicated the results of those reviews, and made substantive changes based upon the results of these assessments. The district has fully addressed planning agenda item 4 of 2010 Comprehensive Institutional Planning Agendas.¹⁸

At the June 26, 2013 District-wide Planning Council retreat, the District-wide survey was discussed. It was recognized that this survey indicated that relatively few people were aware of details of the work of the district-wide committees. Thus, members of the district were advised to encourage and increase the information flow from these district-wide committees back to constituent groups. To this end, the Chancellor intends to increase district-wide communication concerning committee activities in his newsletters and also in the college forums. Moreover, the Council plans that, in the future, data from the survey will be organized more effectively to analyze cohorts in more diverse and robust ways and “extract data” more precisely. Finally, last years’ self-assessments for some of the district-wide committees recommended differences in charges and/or membership; these were discussed throughout the year at district-wide committees and changes were made where such changes were deemed appropriate.

EVIDENCE

¹⁸ 2012 ACCJC Action Letter

COLLEGE RECOMMENDATION 1

College Recommendation 1: In order to improve institutional effectiveness, the team recommends that the college complete its evaluation component of the planning process to include frequent updates of strategic planning at the department level through both program review and annual program review linked with resource allocation (I.B.6., I.B.7., III.D.1).

college response and update

The strategic planning process and the evaluation component undergo systematic review and revision on a regular basis. The College has implemented the following approaches to our planning process while ensuring linkage of the planning process to resource allocations and to the District plan. These procedures are aligned with IVC's Strategic Planning Agenda items 2 and 3:

- item 2: “in order to ensure program review processes for academic programs, student services programs, and administrative units are ongoing, systematic, and used to assess and improve student learning and achievement, the College will continue to develop and implement the Annual Program Review Process that is fully integrated with the Strategic Planning and Budget Development Process”
- item 3: “Through the Annual Program Review Process, academic programs, student services programs, and administrative units will develop authentic assessments that will further align planning, evaluation, and program improvement with college decision-making purposefully directed toward improving student learning.”

As also indicated previously in Irvine Valley College's 2010 Accreditation Self Study Report, the Strategic Planning Oversight and Budget Development Committee (SPOBDC) continues to be the college-wide strategic planning committee overseeing the planning process. Since 2010, SPOBDC has expanded its charges to include developing and monitoring the implementation of strategic planning objectives and strategies, scheduled maintenance, capital outlay, developing and funding classified hiring priorities, resource and budget development, college process for budget development and management, bookstore contract negotiations, cafeteria contract negotiations, and other such matters as may arise.

In July 2012 at its annual retreat SPOBDC reviewed the planning process in its entirety, closely examining the decision making and resource allocation components of the plan [DK1].

Recommendations from the retreat were as follows:

- Combine two college-wide strategic planning committees: Student Access, Success and Matriculation Committee, with the Marketing and Outreach Committee; this was done in Fall 2012.
- Convert the Microsoft Word-based strategy form to a web-based form later referred to as resource request form; this was done in Spring 2013.
- Revise the current program review template.
- Develop a rubric for evaluating strategic resource allocations.

As a participatory governance committee, SPOBDC works closely with all planning committees and constituent groups within the college to ensure their recommendations are vetted. Intentional dialogue led by SPOBDC occurs throughout the year to ensure that the planning process is linked to resource allocation. Publication of a common rubric is intended to clarify the criteria for funding to facilitate successful resource requests. While SPOBDC attempted to implement this during AY2012-13, designing, vetting, and testing the TracDat components and the rubric while simultaneously attempting to use them proved frustrating and unworkable. Furthermore, IVC was experiencing some budget difficulties that reduced the amount of funding available for many categories of requests (see later sections). The result is that resource allocation during AY2012-2013 frustrated participants. On the positive side, there was not a concern regarding nefarious activity; all parties understood the sources of the problems and that every effort was being made to improve the system. The newly developed resource request form has been designed to allow the author to link their resource request to the program or administrative unit review. DK-2.

On December 6, 2012 the Academic Senate reviewed and approved the “template” for program review. Approval of the revised template is noted in the Academic Senate minutes. The template is regularly vetted with all college constituents groups for input.

At its January 17, 2013 meeting, the Academic Senate approved the 2012-2013 schedule for program reviews. In February 2013 the Institutional Effectiveness Committee (IEC) reviewed and revised the schedule for which all Instructional

Programs complete the program review process. This document can be found in InsideIVC (SharePoint) for college access. This year's revisions to the schedule included schedules for Student Services and Administrative Services programs; the PR template was modified to accommodate components for each type of review.

Program (instructional and student services) and Administrative Unit Reviews are updated regularly, and resource requests are based on the review of the program or administrative unit that is current at the time of the request. DK3. As faculty and staff are reviewing and updating their program reviews, they are prompted to update and/or develop Student Learning Outcomes, Student Services Learning Outcomes, Administrative Unit Outcomes, Administrative Review Outcomes and any other types of assessments. The Offices of the Vice Presidents and the President are responsible for ensuring that program reviews are completed in a timely manner, according to the schedule.

Often, it is during the development or update of the program/ administrative unit review that faculty, staff, and administrators realize they need to request resource(s); thus, appropriate background information and supportive documentation for requests can be included in the program/administrative unit review throughout the year. A formal request for funding is made in the form of a resource request form in accordance with the Resource Request Process DK3. The Resource Request Form allows for a clearer and more concise connection to the program review and resource allocation process than had previously existed. The form accommodates multiple requests: personnel, equipment, supplies, technology, funding, etc. When asking for funding, employees can indicate the most likely or intended source of funding, (e.g. general fund, categorical, Basic Skills Initiative (BSI), Perkins Fund). Depending for the source of funding, the individuals requesting funding are directed to other required/linked documentation. DK2 The resource request form is linked to human resource data, salaries and benefit costs, College objectives, District objectives and Program Reviews. It also collects information on the current status of Student Learning Outcomes and/or Administrative Unit Outcomes, as appropriate, ensuring that these important analyses are prominent and receive consideration as part of the resource allocation and prioritization dialogue. The form centralizes the collection process of resource requests; most importantly, it requires the author or authors to link the resource requests to the appropriate program review objective or strategy DK2. Furthermore, since all resource requests use the same form, a request can be

shunted from one funding source allocation process to another without requesting a new application.

A description of the process for using the resource request form, as well as its philosophy and rubric, was developed and reviewed by the SPOBDC on March 12, 2013, and April 3, 2013 DK3. Members of the SPOBDC committee continue to define dates and processes described and make revisions to this document; moreover, workshops on this process have been held and a tutorial is posted on the employee intranet.

Resource requests can be created by staff, faculty, and /or administrators. For example, if a staff member submits a request, the request moves through the approval process so that a supervisor, Dean, Vice President and/or President, depending on the unit's reporting structure, has the opportunity to review, rate and rank the request. The process has been constructed, with necessary revisions over time, to move requests along through specialized channels relevant to their subject while avoiding redundancy in review. Thus, requests are bundled and sent along to appropriate strategic planning committees to review and rate, based on their evaluation rubrics. For example, all technology requests from departments throughout the college are funneled to the Technology Advisory Task Force (TATF) which reports to the Academic, Facilities, Technology, and Programs Committee (AFTPC). AFTPC then moves its recommendations to the SPOBDC and the SPOBDC makes its final recommendations to the President's Executive Council (PEC). As a result of this process, requests are nested: the TATF analyzes IT requests, while AFTPC looks at recommendations from any committees that report to AFTPC, together with its own set. The SPOBDC gets a few requests directly that are analyzed at the same level as AFTPC, IEC, and SSAMMO, and then SPOBDC brings all the recommendations of the four strategic planning committees together, considers funding sources, and tries to sort and align funding sources with requests, taking into account the rating and ranking work already done. Thus, at this later stage, SPOBDC aims to avoid repeating committee work, and should rarely, if ever, need to go back to look at a resource request in detail, except in cases where partial funding may be recommended. Rather, the process has been designed so that the SPOBDC, as a broadly representative strategic planning committee, should be prioritizing requests that have already been carefully examined by relevant bodies to align them with college goals, strategies, objectives, and priorities.

So, for example, if three requests to fund learning community cohorts as trials to determine whether they are useful and sustainable are received, SSAMMO and AFTPC, perhaps, or perhaps the IEC if BSI finds may be involved, will rate (assess the proposals' value, likelihood of success, and so on), and rank them. The SPOBDC will determine the amount of funds IVC should spend on these sorts of projects, as a matter of college priorities, budget, and available sources of funds, and will support one, two, or all three of these projects as funds may be available. Which requests will be supported, however, should choices need to be made, will be based on their ranking by the relevant committee, and will not be reassessed in the SPOBDC.

As part of the resource allocation process SPOBDC developed an evaluation rubric which takes into account three criteria:

- How connected is the strategy to an objective in the strategic plan?
(connectedness)
- How extensive and/or profound is the impact of this strategy like to be?
(impact)
- How clear is the budget, action, and evaluation planning? DK4

Key functions in linking the program review process to the resource allocation process is collaboration and transparency. Constituent groups are given several opportunities throughout the process to have intentional dialogue with peers, supervisors and members of the college community regarding resource requests.

In July 2013, the annual SPOBDC retreat was held. The committee reviewed the college's planning and resource allocation process and committee structure. As a result of this discussion, a proposal to reorganize the strategic planning committee structure was developed for review by all committees and constituent groups. The SPOBDC also agreed that, to further strengthen the linkage between planning and resource allocation. Topics addressed and proposed at the retreat included a review of the college's vision and mission; the outcomes for the planning objectives were reviewed and discussed; new objectives for the 2014-2020 strategic plan cycle were also discussed; additional actions and new directions have been proposed. Conversations on these issues are continuing throughout the Fall 2013 semester.

Evaluation

The College meets this standard, having implemented and institutionalized a process to complete its evaluation component of the planning process, and to

include frequent updates of strategic planning at the department and program level. IVC has also demonstrated that the program review process is linked to resource allocation.

Evidence: College Recommendation 1

DK1 – SPOBDC 7/27/2012 Annual Retreat Minutes:

[HTTP://INSIDE.IVC.EDU/COMMITTEES/SPOBDC/SPOBDC%20AGENDAS%20AND%20MINUTES/2012-13%20MEETINGS%20\(2013-14%20PLANNING\)/2012-07-27%20\(RETREAT\)/SPOBDC%20MINUTES%207-27-12%20SPOBDC%20RETREAT.PDF](http://inside.ivc.edu/committees/spobdc/SPOBDC%20AGENDAS%20AND%20MINUTES/2012-13%20MEETINGS%20(2013-14%20PLANNING)/2012-07-27%20(RETREAT)/SPOBDC%20MINUTES%207-27-12%20SPOBDC%20RETREAT.PDF)

[http://inside.ivc.edu/committees/spobdc/SPOBDC%20Agendas%20and%20Minutes/2013-14%20Meetings%20\(2014-15%20Planning\)/2013-07-26%20\(Retreat\)/2013-07-26%20SPOBDC%20Retreat%20Minutes.docx](http://inside.ivc.edu/committees/spobdc/SPOBDC%20Agendas%20and%20Minutes/2013-14%20Meetings%20(2014-15%20Planning)/2013-07-26%20(Retreat)/2013-07-26%20SPOBDC%20Retreat%20Minutes.docx)

DK2-Resource Request Form:

http://inside.ivc.edu/committees/spobdc/_layouts/FormServer.aspx?XsnLocation=http://inside.ivc.edu/FormServerTemplates/ResourceForm2.xsn&SaveLocation=http://inside.ivc.edu/committees/spobdc/ResourceForm&ClientInstalled=true&Source=http://inside.ivc.edu/committees/spobdc/Resource%2520Form/Forms/AllItems.aspx&DefaultItemOpen=1

DK3 – Resource Form Process

<http://inside.ivc.edu/committees/spobdc/General%20Documents/IVC%20Resource%20Request%20Approval%20Process.docx>

DK4 - Rubric for Evaluating Proposed Strategies - August 2012

[HTTP://INSIDE.IVC.EDU/COMMITTEES/SPOBDC/SHARED%20DOCUMENTS/RUBRIC%20FOR%20EVALUATING%20PROPOSED%20STRATEGIES%200-%20AUGUST%202012.PDF](http://inside.ivc.edu/committees/spobdc/SHARED%20DOCUMENTS/RUBRIC%20FOR%20EVALUATING%20PROPOSED%20STRATEGIES%200-%20AUGUST%202012.PDF)

Institutional Effectiveness Committee Minutes 2013

<http://inside.ivc.edu/committees/iec/Meetings/Forms/Sort%20by%20Name.aspx?RootFolder=%2Fcommittees%2Fiec%2FMeetings%2F2012%2D2013%20Agendas%20and%20Minutes&FolderCTID=0x012000D2899BCC1E85E24B8749DCE140ABE951&View={2F97EDD4-E9EE-4832-9822-49B9CE43FA98}>

COLLEGE RECOMMENDATION 2

College Recommendation 2: In order to ensure that the college will meet the Commission's expectations regarding Student Learning Outcomes by 2012, the team recommends that the college expand the identification of assessment strategies for SLOs, implement those strategies, and use the results for continuous quality improvement (I.B.1, I.B.6, I.B.7, II.A.1.c, II.A.2.a, II.A.2.c, II.A.2.f, II.A.2.h, II.A.6, II.B.1, II.C.2.).

college response and update

Irvine Valley College has met this recommendation. Fulfilling the third item of its 2010 Comprehensive Institutional Planning Agenda, the College satisfied the proficiency criteria for Student Learning Outcomes (SLOs) as reported in the October 2012 Status Report on Student Learning Outcomes, as well as one element of the first planning agenda item: ("Comprehensive student learning outcome assessments reports that inspire widespread institutional dialogue concerning the improvement of student learning"). This goal was accomplished through the College's dedication to expanding SLO assessment strategies campuswide by making SLOs a priority. As required, again in the 2010 Self-Study Planning Agenda, SLO assessment and usage has been reported annually. These reports have formed the basis for campuswide discussions regarding SLO assessments and results usage. Additionally, the College has developed campus wide timelines for assessments, and Student Learning Outcome assessments are integrated into Program Reviews. Furthermore, the College has invested in this process by allotting funds to support a SLO Coordinator and stipends for liaisons.

Faculty, administration members, and staff are provided training and opportunities to discuss assessment results through a variety of different mechanisms: online forums, school meetings, departmental meetings, SLO professional development events during professional development (flex) weeks and during the semester, organized training sessions, and support from the research office. These discussions are generally led by faculty and have resulted in improved SLOs, Student Services Outcomes (SSOs), assessment methods, and instruction.

The College expanded assessment strategies for SLOs by:

- Creating an SLO Task Force, which reports to the Institutional Effectiveness Committee and reports out to the Academic Senate.
- Allocating institutional resources to ensure that the College meets proficiency for Student Learning Outcomes, including purchasing TracDat to input SLOs, SSOs and AUOs, assessment results, use of results, and generate reports; providing stipends for an SLO coordinator (s) and SLO liaisons.
- Increasing institutional dialogues regarding assessment results by creating SLO and SSO Websites, offering secure online discussion boards for faculty and staff, and providing students access to information about course and program SLOs.
- Providing timelines and training on SLOs and SSOs creation, assessment strategies and “Closing the Loop,” in order to improve instruction and services through a variety of methods, including CCC Confer, online tutorials, regular office hours, in-person group training, and departmental and committee meetings. A training session for student services was held on April 4, 2013.
- Requiring more robust discussions of program assessment results through the program review process, and sharing these results with colleagues to encourage discussions at the institutional level.
- Encouraging faculty to develop, assess, and review programs and program success using SLO data.
- Mapping course-level SLOs to program and institutional SLOs.
- Articulating provisional GE SLOs.

The SLO Coordinator and Student Learning Outcomes Task Force monitor completion of scheduled SLO assessment and report progress to the vice presidents.¹⁹ Additionally, the SLO Coordinator reports to the Institutional Effectiveness Committee (IEC) and the Academic Senate the progress of the College SLOs and/or discussions from the SLO Task Force. Both the IEC and the Academic Senate promote and provide a platform for collegewide dialogue among appointed constituent group representatives and rely upon the members’ reporting functions to broaden collegewide dialogue concerning assessment results.²⁰ Deans and department chairs facilitate and encourage course- and program-level SLO

¹⁹ SLO Task Force Charge and IEC Charge

²⁰ Examples: Academic Senate Agenda March 14, 2013 and IEC Agenda March 26, 2013

discussion at school and department meetings as a consistent agenda item; the discussion is also a standing item at the Student Services Council meetings. Moreover, departmental meetings are convened during the Fall and Spring semesters to discuss course and program SLO assessment results, while school meetings, which typically occur once per month, have SLO discussions as a standing agenda item.²¹

Irvine Valley College has purchased TracDat and has hired an applications specialist to assist administrators, faculty, and staff with the process of creating, assessing, and using the assessment results for Student Learning Outcomes. The College is in the process of creating authentic assessments for programs and institutional outcomes to replace or augment the current practice of mapping course SLOs to program and institutional SLOs for the majority of the college's courses. There are a number of programs (such as the Honors Program capstone research project) that are successfully using authentic assessment results.²²

Irvine Valley College employees are provided with training and the opportunity to discuss assessment results through a variety of different mechanisms, including online forums, school meetings, departmental meetings, and SLO professional development events.²³ These discussions are led by faculty and generate results that are used to improve existing SLOs, SSOs, assessment methods and instruction and/or services. The online SLO forum offers a continuous dialogue for employees, and is monitored by the SLO Task Force on a regular basis.

IVC is also making strides to promote student awareness of SLOs for courses and programs at IVC. Faculty must include the SLOs for the course on the syllabus at the beginning of the semester; these syllabi are reviewed by the department chair and/or the school dean to ensure compliance. Additionally, many faculty collect a signed statement from their students that they have read and understood the syllabus, including the SLOs, for the course.²⁴

A timeline for completion of SLO activities was approved by the Academic Senate to guide the work to be completed and establish deadlines. Faculty are required to

²¹ Library School Agenda

²² Honors Program Student Learning Assessment Portfolio

²³ SLO Professional Development Event Flyer

²⁴ Spanish 1 Fall 2012 Syllabus Contract Excerpt

input existing SLOs and assessment information into TracDat, conduct assessments on course SLOs, and engage in departmental dialogues based upon assessment results each semester or, in certain cases, on an established regular schedule.²⁹

Professional development presentations, held annually in January and August, are offered to all faculty, with a midterm event co-sponsored by the Academic Senate and the SLO Task Force. In Fall 2013, these presentations will be held mid-semester, during a student success summit.²⁵ Additionally, in the spring semester, the Student Services faculty and staff work with the SLO coordinator to create training events for Student Services department faculty and managers on the creation and use of various methods of assessment, on conducting discussions regarding assessment results, including baseline criteria for surveys, and on making changes to help educate students regarding their services based on their assessment results. As part of the training, Student Services was given templates to use in assisting with the creation of SSLOs and assessments, including one based on using institutional and departmental/program mission statements.²⁶

Program reviews that require analysis of course- and program-level or unit-level data are the backbone of institutional planning and resource allocation processes at IVC. Requests for resources to address student-centered learning outcomes are submitted by discipline-specific faculty with supporting data and analysis and are linked to strategies in the program review. For example, writing/ESL diagnostic test coordination funding was requested, based on a faculty-identified need to counsel students regarding the students' placement into appropriate courses for which they have the skills necessary to succeed.²⁷ Student Learning Outcome assessments gathered over several cycles enable instructional programs such as English to make changes to curriculum, degree requirements, and instructional delivery.²⁸ Furthermore, experimental course design--such as EXP389, IVC's accelerated writing course in which students may complete their developmental writing prerequisites in a single semester and then move directly into transfer-level writing courses--can be assessed internally, and also compared to the standard course sequence using a common SLO assessment approach. Similarly, parallel or

²⁵ Spring 13 Professional Development Week

²⁶ Student Services Outcomes Template

²⁷ English Department Basic Skills Diagnostic Proposal

²⁸ English TracDat 3 Year Results

comparable alternative accelerated coursework in math and ESL can be compared to their respective standard sequences' success. Cohorts in learning communities, which have submitted their data on student learning as part of their requests for BSI funds, may be compared as well.

The program review form asks for at least three program, course, and/or degree/certificate level Student Learning Outcomes, their means of assessment, and results; all of this information is easily available in a four-column tabular form on TracDat.²⁹ Course and program SLOs are further reviewed during the program review processes to ensure that courses within a program meet the requirements for instruction and rigor.

EVALUATION

Irvine Valley College has ensured that the college has met the Commission's expectations regarding Student Learning Outcomes by 2012 by expanding the identification of assessment strategies for SLOs, implementing those strategies, and using the results for continuous quality improvement. Through its investment in various expansions of the college's assessment strategies for SLOs, IVC remains committed to the use of Student Learning Outcomes to maintain accountability for student learning and student success.

EVIDENCE: COLLEGE RECOMMENDATION 2

College Status Report on SLO Implementation: Oct. 2012:
<http://inside.ivc.edu/committees/Accreditation/2013/Shared%20Documents/College%20SLO%20Status%20Report%2010-2012.pdf>

COLLEGE RECOMMENDATION 3

College Recommendation 3: In order to improve, the team recommends that the effectiveness in producing student learning outcomes—the development and assessment of learning outcomes—be a required component, routinely incorporated in the evaluation of faculty and others directly responsible for student progress toward achieving stated student learning outcomes (III.A.1.c.).

²⁹ Library Program Review Screenshot

college response and update

The effectiveness in producing Student Learning Outcomes (SLOs) is incorporated in the evaluation process in a variety of ways at Irvine Valley College and the South Orange County Community College District. The Academic Employee Master Agreement, 2011 – 2014, article XVII, section II.A.2.a.iii of the Faculty Evaluation Criteria states:

Each evaluation may include information relevant to the instructional duties assigned to the faculty member, including participation in curriculum development and review, and in the development and assessment of student learning outcomes.

Any information included in the faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.

In addition, within the duties of the Tenure Review Committee assigned to evaluate probationary faculty, the Academic Employee Master Agreement, 2011 – 2014, article XVII, section I.A.1.b.ii, states that the committee will:

Review items relevant to the instructional duties assigned to the probationary faculty member, including participation in curriculum development and review, and in development and assessment of student learning outcomes.

Any information included in the probationary faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.

These are two instances in which college processes overtly allow and support the routine evaluation of those who develop, assess, and record student outcomes, and who are directly responsible for student progress in achieving SLOs.

IVC continues to emphasize the importance of the student learning outcomes effort by supporting an SLO Coordinator, selected from the full-time faculty. The coordinator is a member of the college Institutional Effectiveness Committee and chairs the SLO Task Force, which align institutional efforts in program review and strategic planning. The coordinator promotes and supports all phases of the development, dissemination, and assessment of SLOs. Her activities serve as a continual evaluation of the college progress in, and continual improvement of,

Student Learning Outcomes. Her efforts and achievements as coordinator are included in the evaluation conducted by her dean.

As previously indicated, in the college response to college recommendation 2, course learning outcomes are required to be listed on all faculty-disseminated syllabi. Deans are accountable for collecting and reviewing course syllabi, and a copy is kept by each School. Chairs also support the student learning outcomes efforts by facilitating discussions and encouraging all faculty to assess and record the SLO assessments, analyses, and discuss meaningful improvement in instruction.

In the selection of new faculty, and in the evaluation of candidates for open positions, experience with Student Learning Outcomes is often incorporated in the questions asked during the interview process. Search teams place a high value on candidates' experience with developing and communicating a clear set of learning outcomes, and with providing effective assessment processes.

As noted in the response to the previous recommendation as well, SLOs are a standing item on School meeting agendas. Discussion of assessment results is conducted among faculty members at focused department meetings, and special sessions on SLOs are conducted during faculty professional development week. These meetings provide a regular opportunity for faculty, deans, chairs, SLO liaisons, and the SLO coordinator to evaluate points of progress in the success of SLOs. A SLO Task Force report is a standing item on the Academic Senate agenda, so that college-wide issues always have a forum for discussion and resolution.

Evaluation

As reported in its October 2012 Status Report on Student Learning Outcomes to the ACCJC, IVC has met this standard and continues to emphasize the importance of the development and assessment of student learning outcomes, and the evaluation of the effectiveness of its instruction by increasing the emphasis in all areas on the importance of SLOs. IVC faculty have developed and assessed Student Learning Outcomes, and publish them in their syllabi and will be expected to continue to do so. SLOs are routinely discussed with students, and among faculty at the department and program level as well as college-wide, for the purpose of improving instruction and student success. Deans and other managers and administrators support this effort by facilitating discussion, encouraging

participation, setting aside time in appropriate meetings for discussion, and by incorporating participation in SLO development and analysis into faculty evaluations. Similar practices prevail in student services with regard to SSOs as well as SLOs.

Through the collective bargaining process, the South Orange County Community College District Faculty Association and the Board of Trustees have directly incorporated the development and assessment of student learning outcomes into the evaluation criteria for faculty evaluation within the 2011 – 2014 Academic Employee Master Agreement.

Moreover, as also reported in the October 2012 Status Report on Student Learning Outcomes, IVC has expanded its SLO assessment strategies campus-wide by making SLOs a priority. SLO assessment and usage have been reported annually, and these reports have formed the basis for campus-wide evaluation of progress on SLOs.

IVC has developed campus-wide timelines for assessments. SLO assessments are incorporated into program reviews, which serve, in turn, as the basis for resource allocation. All of these activities provide mechanisms for the evaluation of the efforts of those directly responsible for student progress toward achieving stated student learning outcomes.

Evidence: College Recommendation 3

Academic Employee Master Agreement, 2011 – 2014, Article XVII.

- <http://inside.ivc.edu/committees/slo/Evidence%20%20ACCJC/S4-2%20Academic%20Employee%20Master%20Agreement%202011%20Ch%20XVII%20Eval.pdf>

Professional Development Week Schedule, Spring 2013

- <http://inside.ivc.edu/nonacademic/staffdev/Shared%20Documents/Spring%2013%20Faculty%20Professional%20Development%20Week%20Schedule.pdf>
- <http://inside.ivc.edu/committees/slo/Spring%202013%20%20Flex%20Events/Forms/AllItems.aspx>

SLO Task Force minutes/charge

- <http://inside.ivc.edu/committees/slo/SLO%20Task%20Force%20Minutes/Forms/AllItems.aspx>

IEC minutes

- <http://inside.ivc.edu/committees/iec/Meetings/Forms/Sort%20by%20Name.aspx?RootFolder=%2Fcommittees%2Fiec%2FMeetings%2F2012%2D2013%20Agendas%20and%20Minutes&FolderCTID=0x012000D2899BCC1E85E24B8749DCE140ABE951&View={2F97EDD4-E9EE-4832-9822-49B9CE43FA98}>

October 2012 Status Report on Student Learning Outcomes

• <http://inside.ivc.edu/committees/slo/ACCJC%20Report%20Oct%202012/College%20SLO%20Status%20Report%2010-2012%20web.pdf>

COLLEGE RECOMMENDATION 4

College Recommendation 4: In order to improve, the team recommends that the college enhance communication among constituencies, especially those with supervisorial/subordinate roles, regarding established procedures and decision-making practices in a collegial manner (III.A.1.b., III.A.4.c., IV.A.1., IV.A.3.).

college response and update

From late 2011-2013, IVC has made significant, concerted efforts in making all processes more “public” and enhancing collegial communication among constituencies, and re-establishing the utility of the Planning Manual, first published in 2008, all of which are aligned with items 1 and 4 of IVC’s 2010 Comprehensive Institutional Planning Agendas.

In Fall 2011, IVC conducted an Employee Satisfaction Survey, in which 42% of respondents were classified staff. Overall, this survey indicated that IVC was moving in a positive direction in terms of communication among constituencies, particularly regarding established procedures and decision-making practices, and throughout 2012 and into 2013, the College continued its efforts at further improvement in these critical areas. For example, the Office of Research, Planning and Accreditation has designed a survey to assess the communication AUO for the President’s Office and plans to present this survey to the college community in early Fall 2013 and complete analysis of the results in the same semester.

Further substantive efforts at enhancing communication may be seen in examples such as opportunities to dialogue at semi-annual Collegewide Forums, online forums for many Committee, Task Force, and governance groups, and the widespread adoption of Sharepoint (InsideIVC, inside.ivc.edu) as an internal communication tool. In the future, the college hopes to see an expansion in the number of participants in these online forums. Agendas, minutes, working documents, handouts, and shared documents are being regularly posted, and this information is available to all IVC employees.

Progress has also been made in the attempt to manage problematic issues once they have come to light. A set of dispute resolution work groups were established during Summer 2012 by College Council, who met to explore and develop clear and effective procedures for conflict resolution within and among employee groups. These work groups combined their efforts, and the Dispute Resolution Process draft that emerged from those meetings attempts to enhance communication and resolve troubles that did not previously have a method for redress, short of formal complaints to the Office of Human Resources.

In order to enhance communication among all the college's constituencies regarding established procedures and decision-making practices, the Institutional Effectiveness Committee, through a dedicated work group, has thoroughly updated IVC's Planning and Decision Making Manual. This manual's stated objectives are to delineate "how all members of the College and District community are involved in the strategic planning and the decision-making processes by clearly delineating the roles and responsibilities of all constituent groups as defined by law, regulation, and District and College policies and procedures... to promote widespread participation in strategic planning and decision-making" and "to serve as a living document that will be regularly updated to reflect continuous improvements in the strategic planning and decision-making at Irvine Valley College." As indicated previously, for example, the July 2013 SPOBDC retreat yielded a proposal to consider streamlining the structure of the strategic planning committees.

The current IVC Planning and Decision Making Manual further emphasizes that: "In order to create an environment for empowerment, innovation, and institutional excellence, College and District leaders encourage faculty, staff, managers, administrators, and students to participate fully in decision-making and strategic planning processes. Applications of this commitment in the actions and shared

decision-making processes at the college may be discerned in numerous examples, such as the following:

- * the College and District typically rely on numerous councils, committees, and task forces with representation from all constituent groups, which creates a structure for widespread participation”;
- * Academic Senate meetings provide an open forum for faculty members across the college to express themselves, discuss matters of interest and of faculty responsibility per code, regulation, and college and district policy and tradition, and to select members to represent the faculty in college and district venues who then report back to the faculty through this representative body;
- * Other members of the college community, including classified staff, managers, and administrators, are welcome to attend Academic Senate meetings, to speak, listen, and participate, and are often specifically invited to do so on pertinent matters;
- * Along with IVC’s Academic Senate, IVC’s Classified Senate plays a significant, impactful role in college decision-making processes; along with the Academic Senate President, the Classified Senate President has a seat on the President’s Cabinet;
- * The four strategic planning committees and several of the committees and task forces that report to them, and the standing committees of the Academic Senate have broad representative memberships; in many cases every effort is made to have every school represented as well as classified staff, managers, and administrators. All meetings are open, agendas and approved minutes are posted along with handouts and shared documents, and representatives are expected to report back to their respective constituents on a regular basis. Thus, members of the college who choose to be involved and knowledgeable have access, through InsideIVC, to information.

College Council is, for most governance and decision-making purposes, the “top” of the governance pyramid, to which flow recommendations from other committees. As, usually, these have been thoroughly vetted, College Council typically exercises oversight to ensure that decisions, especially those that will cost money, are aligned with college and district goals and objectives. Further, College Council is intended to hold a college-wide perspective. Since both vice presidents and the college president, as well as the presidents of the classified senate, the academic senate, and ASIVC, all sit on College Council, the broad-based IVC decision-making process is inclusive. With this membership arriving at decisions

by consensus, only extraordinary conditions would lead to a College Council decision being gainsaid or overturned by the college president.

On February 11, 2013, the President's Executive Council reviewed an updated version of IVC's Statement on Freedom of Expression, Civility, and Mutual Respect. On February 13, 2013 the College Council arrived at a consensus to approve this modified draft. The Statement on Freedom of Expression, Civility, and Mutual Respect states:

The Irvine Valley College community recognizes the important role of freedom of expression, civility, and mutual respect in fostering a healthy and productive college environment. Therefore, the College encourages an atmosphere of professionalism and cooperation, in which each member's roles and responsibilities are understood and appreciated, and in which the free expression of all opinions, beliefs, and ideas is encouraged and respected. Further, the College seeks to establish the highest level of communication and transparency in the various processes of campus governance and decision making.

To achieve these goals, the College invests its resources in expressing its commitment to free expression, civility, and mutual respect in college publications, including college handbooks and manuals; in proactive education for all employees; by sponsoring projects and activities that bring people together in a spirit of hospitality, service, appreciation and camaraderie; through regular open forums intended to foster the exchange of ideas; through maintaining open, inclusive and transparent decision-making processes, with regularly published results; and through a peer-driven process – in which all of the governance groups participate and contribute – for dispute resolution, one steeped in finding mutually agreeable solutions.

Evaluation

Overall, "The College has adopted a decision-making philosophy that includes the establishment of a safe-harbor that promotes intentional dialogue and consensus....wherein members of the College community can engage in honest and open dialogue. A safe-harbor provides a venue for the expression of views and opinions without fear of retaliation or retribution. ...Consensus does not require unanimous approval. Consensus requires discussion until no member strongly opposes the decision at hand. Any member can and should require continued

discussion until all members are satisfied. ” (IVC Planning Decision Making Manual 2013).

The College must remain committed to exploring additional avenues for enhancing communication among constituencies, especially those with supervisorial/subordinate roles, regarding established procedures and decision-making practices in a collegial manner. To this end, IVC should, in the future, construct an accreditation survey for all employees to assess the issues central to College Recommendation 4, along with any other relevant accreditation issues.

Evidence: College Recommendation 4

[HTTP://INSIDE.IVC.EDU/NONACADEMIC/RP/IVC%20SATISFACTION%20SURVEYS/2011%20IVC%20EMPLOYEE%20SATISFACTION%20SURVEY%20-%20INITIAL%20REPORT.PDF](http://inside.ivc.edu/nonacademic/rp/ivc%20satisfaction%20surveys/2011%20ivc%20employee%20satisfaction%20survey%20-%20initial%20report.pdf)

<http://inside.ivc.edu/committees/Civility/SitePages/Home.aspx>
<http://inside.ivc.edu/committees/collegecouncil/Dispute%20Resolution%20Oversight%20Workgroup/Forms/AllItems.aspx>

<http://inside.ivc.edu/committees/Civility/SitePages/Home.aspx>
[HTTP://INSIDE.IVC.EDU/COMMITTEES/COLLEGECOUNCIL/DISPUTE%20RESOLUTION%20OVERSIGHT%20WORKGROUP/FORMS/ALLITEMS.ASPX](http://inside.ivc.edu/committees/collegecouncil/Dispute%20Resolution%20Oversight%20Workgroup/Forms/AllItems.aspx)

>2012-13 College Council Minutes

[HTTP://INSIDE.IVC.EDU/COMMITTEES/COLLEGECOUNCIL/MEETINGS/FORMS/ALLITEMS.ASPX?ROOTFOLDER=%2FCOMMITTEES%2FCOLLEGECOUNCIL%2FMEETINGS%2F2012&FOLDERCTID=0X012000EDA3E1A4698A7D4A9A4A94FB52EF1A5B&VIEW={4E556340-D59B-4B29-8F29-641A939E6724}](http://inside.ivc.edu/committees/collegecouncil/meetings/forms/allitems.aspx?rootfolder=%2FCOMMITTEES%2FCOLLEGECOUNCIL%2FMEETINGS%2F2012&folderCTID=0X012000EDA3E1A4698A7D4A9A4A94FB52EF1A5B&VIEW={4E556340-D59B-4B29-8F29-641A939E6724})

>Planning and Decision Making Manual

[HTTP://INSIDE.IVC.EDU/COMMITTEES/IEC/SHARED%20DOCUMENTS/FORMS/ALLITEMS.ASPX](http://inside.ivc.edu/committees/iec/shared%20documents/forms/allitems.aspx)

COLLEGE RECOMMENDATION 5

College Recommendation 5: In order to improve, the team recommends that the college implement its Technology Master Plan 2010-15 and develop and implement an assessment to measure its effectiveness (III.C.2).

college response and update

The development of Irvine Valley College's Technology Plan began during Spring 2010. A workgroup was created under the auspices of College Council with the goal of developing a technology plan for the college. This workgroup consisted of twenty-two members of the college community, including College Administration, Managers, Faculty, Classified Staff, and District Personnel, who represent the interests of students and employees campus wide.

The Technology Master Plan 2010-2015 comprises five technology domains: Governance; Applications; Web Applications; Network and Infrastructure; and Operations and Support. Numerous objectives were completed in each of the five technology domains, as follows:

Governance

Completed development of the Technology Advisory Task Force and developed an ongoing planning process.

Developed procedures to evaluate and prioritize technology projects and activities.

Integrated technology planning into the college's participatory governance process.

Created standards for hardware and software and a process for updating standards.

Applications

Improved and replaced the college kiosk system.

Evaluated, selected and implemented a system for tracking and evaluating SLOs.

Web Applications

Upgraded the college's web environment.

Refresh the look and feel of the IVC internet and intranet websites.

Integrated social networking sites into the college's online experience.

Network and Infrastructure

Maintain and fund the college's refresh strategy.

Update the library's use of technology.

All library databases are now under Tech Services

New library computer lab

Improve the College's business continuity plans and systems.

Installed a new, virtual desktop environment to BST-119.

Operations and Support

Implemented an online Help Desk ticketing system

Improved the level of Help Desk phone support

Developed metrics of Help Desk activity and responsiveness

Expanded training for SharePoint

An additional component of the technology plan is its ongoing review through assessment and modification, as needed, on an annual basis. The annual review of the plan and any subsequent updates to the plan are the responsibility of the Technology Advisory Task Force (TATF) and are designed to align with the colleges budgeting process. This procedure insures funding is available to complete activities outlined in the plan. In September of each year, the TATF reviews plan accomplishments from the previous fiscal year. In October, the committee develops strategies for upcoming projects and submits these strategies to appropriate strategic committees. In November and December of the upcoming fiscal year, a draft technology plan for the upcoming fiscal year is developed and updated. January through February is the period in which the adjusted Technology Master Plan is finalized and any adjustments approved. In April/May, plan objectives that require additional financing are included in the budget process and are processed through the Academic, Facilities, and Technology Committee (AFTPC) and the Strategic Planning Oversight and Budget Development Committee (SPOBDC), in order to make funding from the adopted budget for new and ongoing technology costs available in June/July.

Evaluation

Irvine Valley College has made significant progress in implementing its 2010-2015 Technology Master Plan. In the future, IVC will continue to work on crucial areas, such as growing the use of desktop video for distance education interaction and tutoring, to centralize data availability through “cloud storage,” further expand the use of SARS products, to collaborate with the Library Technology Master Plan, to evaluate and implement software for tracking and managing desktop hardware and software, and creating additional Help Desk support for IVC’s technology consumers. We expect these processes to continue into the future and that the implementation of the Technology Master Plan and the annual assessment of the Technology Master Plan will be sustained.

Evidence: College Recommendation 5

Technology master plan

[Technology Master Plan 2010-2015](#)

[Annual Planning Timeline \(page 13 of Technology Master Plan\)](#)

Minutes from TATF on 9/23

Minutes from AFTPC on 9/23

[Technology Master Plan Mid-term Review \(2013\)](#)

[IT Standards page](#)

[User Satisfaction with Help Desk requests document](#)

COLLEGE RECOMMENDATION 6

College Recommendation 6: Although the college and its constituent groups have achieved a collegial working relationship with the current president to address issues with a new optimism, the college does not have this same type of relationship with the district leadership and the Board of Trustees. While some progress has been made and policies have been developed, the team feels that Recommendations 7 and 8 (Standards IV.A.1.,2, 3 ,5) of the 2004 visiting team Accreditation Team have not been fully met.

college response and update

This recommendation has been met, as indicated in the Visiting Team's November 3, 2011 Follow-up Report and the Commission's November 21, 2011 letter.

Dramatic illustrations of this important improvement in meaningful, collegial decision-making processes as the Board of Trustees, chancellor, presidents, administrators, managers, faculty senates and unions, classified senates and unions, and students come together include the following:

Each year the Board of Trustees conducts a self-evaluation of its performance in order to continually assess effectiveness of its services and set annual board goals. A self-evaluation workshop was held on April 28, 2012, and another on May 18, 2013; the results of the workshops and evaluations can be viewed on the district website: at:

[HTTP://WWW.SOCCCD.EDU/ABOUT/BOARDSELFEVALUATION.HTML](http://WWW.SOCCCD.EDU/ABOUT/BOARDSELFEVALUATION.HTML).

In an effort to gather data to address ACCJC recommendations, and to comply with the Accreditation recommendations, the district also conducted a number of additional surveys:

- a) College Council: Restructure survey results regarding District Strategic Planning Objective 1.1.1-5 for further review at next meeting.
<http://inside.ivc.edu/committees/collegecouncil/Meetings/2011/10.26.2011/10.26.11> CC Minutes.docx

B) SOCCCD District Services Survey 2012 Results—email sent 08/01/2012
[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DP/DSPC/SHARED%20DOCUMENTS/DISTRICT%20SERVICES%20SATISFACTION%20SURVEY/SOCCCD%20DISTRICT%20SERVICES%20SURVEY%202012%20RESULTS_FINAL%2007.30.12.PDF](https://sharepoint.socccd.edu/chancellor/dp/dspc/shared%20documents/district%20services%20satisfaction%20survey/socccd%20district%20services%20survey%202012%20results_final%2007.30.12.pdf)

- c) SOCCCD District-wide Climate Survey 2012. In the development of the SOCCCD District-wide Strategic Plan 2011-2014, 10 of the 77 action steps involved the development and utilization of a District-wide Climate Survey. This survey was conducted during Fall 2012, from the end of October to mid-November and, in the words of the Chancellor, will serve as “an important assessment tool to evaluate objectives outlined in our District-wide Strategic Plan.” Preliminary results were compiled and posted on the employee intranet in January 2013. The completed results were posted to the employee intranet on July 23, 2013.

<https://sharepoint.socccd.edu/chancellor/dp/dwpc/Shared%20Documents/SOCCCD%20District-wide%20Climate%20Survey%202012%20Results%20July%202013.pdf>

- e) A survey in which The Board of Trustees sought information on its performance, as noted previously in the discussion of District Recommendation 4.

Beginning January 13, 2012, the Chancellor has written and posted on the District website a series of “Perspective” newsletters providing information, and discussing crucial issues affecting all members of the District, from administration to students; these newsletters have, for instance, addressed issues such as the State Budget Crisis, Student Success Task Force Recommendations, and a consideration of the “return on investment” a community receives—from students to taxpayers—on community college education. The Chancellor’s Opening Session is now offered only during the Fall professional development week, due to a truncated Spring professional development schedule; with this change, the colleges have more time to schedule their own professional development activities on such crucial issues as SLOs without conflicting with the Chancellor’s opening session. This subtle, yet significant, change allows the individual colleges more opportunities for developing and scheduling professional development programs that will be most useful for their constituencies.

A South Orange County Community College District Planning and Decision-making Manual was developed to promote and sustain planning and effective decision making at the South Orange County Community College District and revised in November 2012. The manual describes how employees of the District are involved in the strategic planning and the decision making process at the district-wide level, by clearly delineating the roles and responsibilities of all constituent groups as defined by law, regulation, Board Policy, etc. The manual includes college-specific and district-wide policies and procedures that promote widespread participation in the strategic planning and decision making process, and delineates District-wide committee structure, membership, charge, and reporting relationships.

The purpose of the Decision-making Manual is three-fold. First, the manual describes the decision making philosophy and strategic planning procedures within the district. It shows connections among the administrative councils, the chancellor, and the board of trustees. Second, the manual provides clarification of the roles, responsibilities, and scopes of authority of the district constituent groups as required by ACCJC Accreditation Standards; the California Education Code; and Title 5, California Code of Regulations, and district policies and regulations. Third, it is the intent of the South Orange County Community College District to be communicative with its employees. The manual's clarification of roles and responsibilities is one component of openness.

While District Leadership Team meetings were held less frequently during 2012-2013 than they had been in past years, they are now more focused and informative. District-wide forums have been held most recently on November 7, 2012 and April 17, 2013. In Fall 2011, and again in Fall 2012, district services held a series of workshops referred to as the District Services Road Show at both colleges, as discussed in the response to District Recommendation 6. Coordinated through the Fiscal Offices, President's Office, and Master Calendar, district representatives from Human Resources, Payroll, Risk Management, Benefits, District IT, Purchasing, Warehouse, Research, and Accounting conducted workshops open to all employees. The district services units discussed procedures and processes used by the district, and allowed participants to provide feedback so that district administrators might gain a better understanding of the needs of "end users" at the colleges.

The road show presentations were widely publicized and copies of the presentations were posted for employee reference.

To further promote openness and collegiality, we have adopted seven methodologies to be communicative and transparent:

- E-mail which includes district-wide communication and newsletters
- SharePoint (including InsideIVC) and outward-facing websites
- District-wide committee members whose responsibilities include reporting back to their constituencies
- District-wide and college forums
- Standing reports
 - * The IVC Planning and Decision-making Manual
- Websites
 - District-wide Function Map—defines processes and responsibilities of the district and the colleges
 - [HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DP/DISTRICT-WIDE%20PLANNING%20MANUAL/03.%20DISTRICT-WIDE%20FUNCTION%20MAP.PDF](https://sharepoint.socccd.edu/chancellor/dp/district-wide%20planning%20manual/03.%20district-wide%20function%20map.pdf)

The delineation of functional responsibilities between district services and the colleges was articulated in a comprehensive function map created by the District Recommendation 1 Task Force with representatives from both colleges and district services. This document identifies each responsibility as primary, secondary or shared. IVC representatives on the task force presented the drafted function map to their respective campus leadership groups for review and input. Working independently, each college edited its respective narrative sections, and then reconvened with the task force to find consensus and develop a final draft. The final draft was forwarded to the District-wide Accreditation Committee, approved on July 8, 2011, and posted on the district SharePoint site. This Function Map was developed to promote and sustain planning and effective decision making at the South Orange County Community College District. Updated regularly, the Function Map is a road map of the delineation of duties across the entire district. The Function Map will be reviewed on a three-year cycle and updated as necessary.

The District's Barrier 1 Task Force identifies, analyzes and recommends solutions for dealing with unhealthy competition within and between IVC, Saddleback, and District Services.

[HTTPS://SHAREPOINT.SOCCCD.EDU/PA/BARRIER1TF/DEFAULT.ASPX](https://sharepoint.socccd.edu/pa/barrier1tf/default.aspx)

The Barrier 3 Task Force identifies, analyzes and recommends solutions for dealing with the circumvention and lack of established policies, procedures, and protocols.

One crucial issue addressed in Fall 2012 by the Barrier 3 Task Force recognized that the district has many policies and procedures, but not everyone is aware of them. Many participants agreed that educating employees on existing policies was preferable to creating new policies.

The District's Business Process Analysis (BPA) workshops (discussed previously) were discussed as being part of the solution to the Barrier 3 issue. The group agreed that BPA was definitely helping to eliminate many "disconnects." The IT ticketing system, My Site, and SharePoint were brought up as examples of some processes that needed more clear cut procedures. Participants noted that lack of training and inconsistent use of these tools was a problem district-wide. Because Irvine Valley College already had a functioning IT committee, which Saddleback College did not, resulting in more severe DTC issues at the latter, Saddleback College task force members initiated a concern regarding the process to identify and prioritize district IT projects. Another participant stressed that all of the units needed to be treated as separate entities with unique needs.

In Spring 2013, the Barrier 3 Task Force addressed the issue of how a lack of training District-wide may, in some cases, unfairly create extra work for senior administrative assistants. The lack of training on forms was a particularly difficult problem, as they are currently found in multiple locations. Some conversation was given to the training that is currently available to new district employees. Online onboarding programs are being considered by HR, but they remain quite cost-prohibitive. The group agreed, however, that the investment would yield a good return to the district.

The group agreed that BPA sessions were necessary and helpful for reducing some of these problems, but extra attention needs to be given to making policies and procedures "simpler" and "more accessible." The task force hopes that "convenience" and "ease of use" would encourage people to use the resources that are currently available to them.

Evaluation

This recommendation has been met. All five of the district-wide barrier task forces have submitted their final reports. At the time of this writing, the college

presidents are composing a report that compiles these into a single document and will make recommendations as to any follow-up.

Evidence: College Recommendation 6

[HTTP://WWW.SOCCCD.EDU/ABOUT/ABOUT_CHANCELLOR_NEWSLETTERS.HTML](http://www.socccd.edu/about/about_chancellor_newsletters.html)

In terms of district and college wide planning, District Services AURs were completed; email sent 05/07/2013.

[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DP/DSPC/SHARED%20DOCUMENTS/ADMINISTRATIVE%20UNIT%20REVIEWS/SOCCCD%20DISTRICT%20SERVICES%20AUR%202011-2012.PDF](https://sharepoint.socccd.edu/chancellor/dp/dspc/shared%20documents/administrative%20unit%20reviews/socccd%20district%20services%20aur%202011-2012.pdf)

SOCCCD District-wide Strategic Plan Annual Progress Report 2011-2012--email sent 09/25/2012

[HTTPS://SHAREPOINT.SOCCCD.EDU/CHANCELLOR/DP/DISTRICTWIDE%20PLANNING%20MANUAL/05.%20DW%20STRATEGIC%20PLAN%202011-2014%20ANNUAL%20PROGRESS%20REPORT%202011-2012.PDF](https://sharepoint.socccd.edu/chancellor/dp/districtwide%20planning%20manual/05.%20dw%20strategic%20plan%202011-2014%20annual%20progress%20report%202011-2012.pdf)

Handout #1:

[HTTPS://SHAREPOINT.SOCCCD.EDU/BS/BARRIER3TF/HANDOUTS/2.5.13%20HANDOUT%201,%20REVISED%20COMPOSITION%20AND%20CHARGE.PDF](https://sharepoint.socccd.edu/bs/barrier3tf/handouts/2.5.13%20handout%201,%20revised%20composition%20and%20charge.pdf)

Handout #2:

[HTTPS://SHAREPOINT.SOCCCD.EDU/BS/BARRIER3TF/HANDOUTS/2.5.13%20HANDOUT%202,%20HOMEWORK%20SUBMISSIONS.PDF](https://sharepoint.socccd.edu/bs/barrier3tf/handouts/2.5.13%20handout%202,%20homework%20submissions.pdf)

Handout #3:

[HTTPS://SHAREPOINT.SOCCCD.EDU/BS/BARRIER3TF/HANDOUTS/12.4.12,%20HANDOUT%203.PDF](https://sharepoint.socccd.edu/bs/barrier3tf/handouts/12.4.12,%20handout%203.pdf)

Handout #4:

[HTTPS://SHAREPOINT.SOCCCD.EDU/BS/BARRIER3TF/HANDOUTS/12.4.12,%20HANDOUT%204.PDF](https://sharepoint.socccd.edu/bs/barrier3tf/handouts/12.4.12,%20handout%204.pdf)

Handout #5 Barriers to Collaboration and Cooperation across the District (April 25-26, 2012)

[HTTPS://SHAREPOINT.SOCCCD.EDU/BS/BARRIER3TF/HANDOUTS/12.4.12,%20HANDOUT%205.PDF](https://sharepoint.socccd.edu/bs/barrier3tf/handouts/12.4.12,%20handout%205.pdf)

Barrier 3 Recurring Themes:

[HTTPS://SHAREPOINT.SOCCCD.EDU/BS/BARRIER3TF/HANDOUTS/3.15.13%20HANDOUT%201-%20THEMES.PDF](https://sharepoint.socccd.edu/bs/barrier3tf/handouts/3.15.13%20handout%201-%20themes.pdf)

<HTTPS://SHAREPOINT.SOCCCD.EDU/BS/BARRIER3TF/MINUTES/12.4.13%20APPROVED%20MINUTES.PDF>
<HTTPS://SHAREPOINT.SOCCCD.EDU/BS/BARRIER3TF/MINUTES/2.5.13%20APPROVED%20MINUTES.PDF>

SUMMARY

The South Orange County Community College District, including Irvine Valley College, Saddleback College, and district services, have undertaken significant efforts to address the ACCJC recommendations to the district and college required for reaffirmation of accreditation. Irvine Valley College has also addressed the college recommendations that must be addressed in our midterm report and the planning agendas from the IVC 2010 Self-Study Report. We anticipate that this Midterm report demonstrates that Irvine Valley College has fully implemented and assessed processes designed to address all of the 2011 evaluation report recommendations and the 2012 action letter requests. Irvine Valley College continues to meet Accreditation standards.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Minutes of the Board of Trustees Meeting
ACTION: Approval

Minutes from:

August 23, 2013 Regular Meeting of the Board of Trustees (Exhibit A)
are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RONALD REAGAN BOARD OF TRUSTEES ROOM-RM 145
HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK COLLEGE**

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
August 26, 2013**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
Timothy Jemal, Member
David B. Lang, Member
James R. Wright, Member
David Robinson, Student Member

Administrative Officers:

Gary Poertner, Chancellor
Robert Bramucci, Vice Chancellor, Technology and Learning Services
David Bugay, Vice Chancellor, Human Resources
Tod Burnett, President Saddleback College
Debra Fitzsimons, Vice Chancellor, Business Services
Randy Peebles, Associate Vice Chancellor, Economic Development
Glenn Roquemore, President Irvine Valley College

ABSENT

Bill Jay, Member

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

*Members of the public may address the Board on items listed to be discussed in **closed session**. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Employment/Discipline/Dismissal/Release (GC Section 54957) (3 employees)
 - 1. Public Employee Discipline (1)
 - 2. Public Employee Employment (2)
 - a. Custodian (1)
 - b. Acting Dean Saddleback College (1)

RECONVENE OPEN SESSION: 5:30 P.M.

It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public and again recess to a closed session after completion of the public agenda. After the completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 6-0 vote with Trustee Jay absent, the board approved an unpaid leave with benefits from July 29, 2013 through August 20, 2013 to a custodian.

2.2 Invocation

Led by Trustee James Wright

2.3 Pledge of Allegiance

Led by Trustee Nancy Padberg

2.4 Resolutions/Commendations

A. Resolutions

None

B. Commendations

None

2.5 Public Comments

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. **Speakers are limited to up to two minutes each.***

3.0 REPORTS

3.1 Oral Reports: ***Speakers are limited to up to two minutes each.***

- A. Board Reports
- B. Chancellor's Report
- C. College Presidents' Reports (*Written Reports included in Section 8.0*)
- D. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

4.1 None

5.0 CONSENT CALENDAR ITEMS

All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action on a specific item, and states the compelling reason for separate action.

Trustee Padberg requested to pull items 5.5, 5.10 and 5.11.

Trustee Lang requested to pull item 5.12.

Trustee Wright requested to pull item 5.15.

On a motion made by Trustee Lang and seconded by Trustee Prendergast, the balance of the consent calendar was approved on a 6-0 vote, with Trustee Jay absent.

5.1 **SOCCCD: Board of Trustees Meeting Minutes**

Approve minutes of a Regular Meeting held on July 22, 2013.

5.2 **Irvine Valley College: Associated Students of Irvine Valley College (ASIVC) 2013-2014 Out-of-State Travel**

Approve the ASIVC out-of-state travel request for participation in conferences and/or competitions during the 2013-2014 academic year. Costs for registration fees, travel, food, and lodging for students and advisor(s) will not exceed \$99,857.00. There is no impact on the general fund.

- 5.3 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.4 **Saddleback College: Sciences Building Project: Architectural Agreement Amendment No. 3**
Approve amendment with Dougherty & Dougherty Architects, LLP in the amount of \$16,500. The total revised contract amount is \$2,665,000.
- 5.5 **ATEP: Agreement Amendment for Real Estate Services**
Approve the amendment to the listing agreement with CB Richard Ellis, Inc.
- A replacement page was submitted to the board that reflected a change on Exhibit A, page 2 of 4. A new sentence was added to the contract under #5.b.
- On a motion made by Trustee Wright and seconded by Trustee Milchiker, this item was approved on a 6-0 vote.
- 5.6 **ATEP: Building 26 – Remediation and Demolition, Notice of Completion**
Authorize the filing of the Notice of Completion.
- 5.7 **SOCCCD: Contract with eNamix for Quality Assurance Services**
Approve the agreement with eNamix in the amount of \$161,280 for the term September 1, 2013 to August 31, 2014.
- 5.8 **SOCCCD: Commissioning Services Pool**
Approve listed firms for a pool from which to draw commissioning services for no greater than a five year period.
- 5.9 **SOCCCD: Contract with OCLC**
Approve agreement with Online Computer Library Center, Inc. for the term of July 1, 2013 to June 30, 2014 in the amount of \$91,100.
- 5.10 **SOCCCD: Fiscally Accountable Application and Resolution No. 13-30**
Approve resolution to apply and become fiscally accountable.
- On a motion made by Trustee Jemal and seconded by Trustee Lang, this item was approved on a 6-0 vote.
- 5.11 **SOCCCD: Designation of District Disbursing Officer**
Approve the designation of the Executive Director, Fiscal Services/Comptroller as the District disbursing officer.

On a motion made by Trustee Prendergast and seconded by Trustee Lang, this item was approved on a 6-0 vote.

5.12 SOCCCD: Division of State Architect (DSA) Resident Inspector, Inspection Services

Approve agreement with Todd's Inspection Testing Service and Associates through August 26, 2014 in the amount of \$175,000.

Trustee Lang requested clarification in the contract language as stated in Exhibit B, page 7 of 16, under "Compensation." An amendment was made to include \$175,000 "per year, paid in monthly installments."

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 6-0 vote.

5.13 SOCCCD: Agreement for Special Services: Atkinson, Andelson, Loya, Ruud & Romo

Approve the retainer agreement effective July 1, 2013 through June 30, 2014.

5.14 SOCCCD: Trustees' Requests for Attending Conferences

Approve the trustees' requests for attending conferences.

5.15 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

Adopt resolution authorizing payment to Trustee Wright for being absent from July board meeting.

On a motion made by Trustee Lang and seconded by Trustee Milchiker, this item was approved on a 5-1 vote with Trustee Wright abstaining.

5.16 SOCCCD: Gifts to the District and Foundations

Accept donations.

5.17 SOCCCD: Purchase Order/Confirming Requisitions

Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-04488 through P13-04493 amounting to \$3,426.34 and P14-00520 through P14-01130 amounting to \$7,084,431.04. Approve confirming requisitions dated July 2, 2013 through August 6, 2013 totaling \$5,087,462.27.

5.18 SOCCCD: Payment of Bills

Approve check no. 171205 through 172209 processed through the Orange County Department of Education, totaling \$13,228,332.22; and check no. 010691 through 010753, processed through Saddleback College

Community Education, totaling \$151,105.83; and check no. 009142 through 009159, processed through Irvine Valley College Community Education, totaling \$199,664.98.

- 5.19 **SOCCCD: July/August 2013 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Adopted Budget for Fiscal Year 2013-2014**
Approve the FY 2013-2014 Adopted Budget.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 6-0 vote.

An amendment was made to Exhibit A, page 8, Board Philosophy, to add the following wording to the end of #3: "in accordance with the districts' mission statement."

On a motion made by Trustee Lang and seconded by Trustee Wright, this amendment was approved on a 6-0 vote.

- 6.2 **Saddleback College and Irvine Valley College: FY 2013-2014 Adopted Student**
Approve the FY 2013-2014 adopted student government budgets.

On a motion made by Trustee Lang and seconded by Trustee Jemal, this item was approved on a 6-0 vote.

- 6.3 **Irvine Valley College: Life Sciences: Use of the County of Riverside Agreement for Furniture Purchases**
Approve the use of the agreement for furniture purchases at an estimated cost of \$802,000.

On a motion made by Trustee Lang and seconded by Trustee Jemal, this item was approved on a 6-0 vote.

- 6.4 **SOCCCD: Board Policy Revision: BP-3104: Fiscally Accountable Application and Resolution 13-30**
Accept for review and study.

Vice Chancellor Fitzsimons provided a presentation related to agenda items 5.10, 5.11 and 6.4 on Fiscal Accountability.

On a motion made by Trustee Lang and seconded by Trustee Wright, this

item was approved on a 6-0 vote.

- 6.5 **SOCCCD: Board Policy Revision: BP-3100-Budget Preparation, BP-3101.5-Fiscal Management, BP-5606-International Student Admissions, BP-109-Board Education**
Accept for discussion/approval.

On a motion made by Trustee Jemal and seconded by Trustee Wright, this item was approved on a 6-0 vote.

- 6.6 **SOCCCD: Contract with Neudesic LLC for Software Development**
Approve agreement with Neudesic LLC for the term of August 27, 2013 to August 31, 2014 in an amount not to exceed \$1,848,200.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 6-0 vote.

- 6.7 **SOCCCD: Cost of Living Allowance (COLA)**
Approve the 1.57% increase in salary schedules for the Faculty Association, CSEA, POA, administrators and managers for FY 2013-2014.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 6-0 vote.

- 6.8 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate and Create Academic Administrative Position, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Resignation/Retirement/Conclusion of Employment.

On a motion made by Trustee Milchiker and seconded by Trustee Jemal, this item was approved on a 6-0 vote.

- 6.9 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Eliminate and Create a Classified Position, Change of Status, Extend Assignment in Classified Categorical Funded Position, Reorganization, Out of Class Assignments, Additional Compensation, Resignation/Retirement/ Conclusion of Employment, Volunteers.

A revision was made to Exhibit A, page 1 of 11, A.1.g.

On a motion made by Trustee Milchiker and approved by Trustee Prendergast, this item was approved on a 6-0 vote.

6.10 SOCCCD: Adopt Resolution Authorizing Post-Retirement Employment and Exemption from Post-Retirement Earnings Limitations

Adopt Resolution No. 13-32 to approve the hiring of Dr. Donald Busche as Acting Dean of Advanced Technology and Applied Sciences.

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 5-1 vote with Trustee Wright casting a negative vote.

7.0 REPORTS

7.1 Saddleback College and Irvine Valley College: Speakers

A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.

7.2 SOCCCD: Basic Aid Report

Report on projected receipts and approved projects.

7.3 SOCCCD: Facilities Plan Status Report

Status of current construction projects.

7.4 SOCCCD: Retiree (OPEB) Trust Fund

The report is for period ending July 31, 2013.

7.5 SOCCCD: Quarterly Investment Report

This report is for the quarter ending on June 30, 2013.

7.6 SOCCCD: Monthly Financial Status Report

This report displays the adopted budget, revised budget and transactions through June 30, 2013.

7.7 SOCCCD: Quarterly Financial Status Report

This report is as of June 30, 2013.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

*Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **Speakers are limited to two minutes each.***

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development

- E. Vice Chancellor, Technology and Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Associated Student Government of SC
- L. Associated Student Government of IVC
- M. Police Officers Association

9.0 ADDITIONAL ITEMS

ADJOURNMENT (or continuation of closed session if required): **9:00 P.M.**

The meeting was adjourned at 7:12 p.m. in memory of Saddleback College faculty member Karen Merced Willner.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Technology & Applied Sciences Building Swing Space Architectural Services - Amendment No. 1 for Increased Services

ACTION: Approval

BACKGROUND

On April 30, 2012, the Board of Trustees approved hiring R2A Architecture for the Saddleback College Technology & Applied Sciences Building Swing Space project for \$485,000. The original agreement provided for additional services, if necessary.

The TAS swing space project includes relocating classes to the village modular classrooms and creating an auto tech shop with classrooms in parking lot 1 for the auto technology program. .

STATUS

R2A Architecture submitted a request of \$46,000 for additional architectural/engineering services required to redefine the relocation needs and provide numerous schematic design options with estimates. Staff recommends approval of the contract amendment (EXHIBIT A) for a new contract total equaling \$531,000.

Funds for this amendment are available within the approved project budget of \$9,520,687.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 (EXHIBIT A) in the amount of \$46,000 with R2A Architecture for the Saddleback College Technology & Applied Sciences Building Swing Space project for a total fee of \$531,000.

**AMENDMENT #1
TO ARCHITECTURAL SERVICES AGREEMENT
FOR
TECHNOLOGY & APPLIED SCIENCES BUILDING SWING SPACE
SADDLEBACK COLLEGE**

September 24, 2013

THIS AMENDMENT shall modify the original agreement dated May 16, 2012, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and R2A Architecture, 2900 Bristol St. Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article X, paragraph 15 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at \$460,000 with a reimbursable allowance of \$25,000 for a total contract value of \$485,000; and

WHEREAS, the Swing Space Project required additional architectural/engineering services, in the amount of \$46,000, for the programming and schematic phase approval which was outside the original agreement; and

NOW, THEREFORE, the Parties agree to modify the original agreement as follows:

ORIGINAL CONTRACT AMOUNT:	\$ 485,000.00
Amendment No. 1:	<u>46,000.00</u>
REVISED CONTRACT AMOUNT:	\$531,000.00

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
R2A Architecture

By: _____
Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

By: _____
Etienne Runge
CEO

Date: _____

Date: _____

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Approval

BACKGROUND

Outside speakers may be invited by administrators, faculty members, or recognized student groups to speak at events open to the public.

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges and/or ATEP since the last board meeting. Travel expenses and/or honorarium for speakers must be recommended by the Chancellor or college president and submitted to the Board prior to reimbursement of travel expenses or payment of honorarium.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the general fund honoraria as shown in Exhibit A.

Item Submitted By: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents*

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
9/27/13 SM 313 10:30 am	Sara Sheybani Science Lecture Series 2012-2013	Dr. Sean Wilson, Ph.D.	Anti-doping: Effects on Vasculature of Smooth Muscle Function: Integrative Physiology & Cellular Biophysics.	\$1000 ASG Funds
10/11/13 SM 313 10:30 am	Sara Sheybani Science Lecture Series 2012-2013	Ryan Harty	Transformation to a Low Carbon Future – Business & Technology for Society. Engineering, Environmental Studies.	\$750 ASG Funds
10/25/13 SM 313 10:30 am	Sara Sheybani Science Lecture Series 2012-2013	Dr. Emma Aronson, Ph.D.	The Global Climate Impacts of the Very Small. Microbial Ecology.	\$750 ASG Funds
10/29/13 Foyer of Gym 7:00 pm	John Marr MUS 23	Nikkani Andrews Aboubacar Kouyate	West African Drumming and Dance	\$450
11/7/13 HS Auditorium Room 145 6:00 pm	Jennifer Hedgecock ENG 3, ENG 4, ENG 104, ENG 107, ENG 27, ENG 17A, ENG 17B, ENG 15A, ENG 15B, ENG 19, ENG 52, ENG 142	Alice Anderson Peggy Hesketh	The Poet and the Novelist Hosted by the English Department	\$1000
11/15/13 SM 313 10:30 am	Science Lecture Series 2013-2014	Dr. William Ailor	Planetary Defense: An Overview	\$1000 ASG Funds
4/4/14 Foyer of Gym 7:00 pm	John Marr MUS 23	Nikkani Andrews Aboubacar Kouyate	West African Drumming and Dance	\$450

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honarium/Travel</i>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Community Education, Fall 2013 – Additional Course Offerings

ACTION: Approval

BACKGROUND

The South Orange Community College District is known for offering high-quality, non-credit programs and fee-based classes. Irvine Valley College (IVC) performs an important services and fulfills a vital part of their mission by offering these courses and programs through Community Education. The Community Education programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

STATUS

A variety of educational and recreational events have been planned by IVC Community Education to serve the community during Fall 2013. Expenses for conducting these courses will be paid by the income from participant fees. Following Board approval of the Fall 2013 Community Education course offerings at the June 17, 2013 meeting, the college planned some additional courses to include in their Fall 2013 program. Exhibit A lists the additional course offerings, presenters, and compensation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Community Education courses, presenters, and compensation.

<i>South Orange County Community College District</i>				
<i>IRVINE VALLEY COLLEGE</i>				
<i>COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - FALL 2013</i>				
<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Geometric Dimensioning and Tolerancing (GD & T)	8/15/13-9/26/13	Sobczak, Bruce	\$2,016	\$550
Manufacturing Inspection/Measuring Techniques	8/1/13-12/31/13	TBA	\$2,016	\$550
Management Training	8/1/13-12/31/13	TBA	\$2,016	\$550
Machine Shop Theory	8/1/13-12/31/13	TBA	\$2,016	\$550

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Employment Training Panel Agreement

ACTION: Approval

BACKGROUND

The Employment Training Panel (ETP) provides funding to California employers to assist in upgrading the skills of their workers through training that leads to high-paying, long-term jobs. The ETP was created in 1982 by the California State Legislature and is funded entirely by California employers through a special payroll tax. However, the ETP is a funding agency, not a training agency so they sub-contract with educational providers such as Irvine Valley College (IVC). IVC participated in the program for the first time between June 27, 2011 and June 26, 2013 and earned \$132,155.

STATUS

The attached ETP agreement (ET13-0423) provides reimbursement of training costs for delivering technology and job-skills training to incumbent workers of California-based companies up to \$139,150. This Agreement as presented in Exhibit A will provide for much needed and desired regional employer training. The term of the agreement is from June 30, 2013 to June 29, 2015.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the ETP agreement (EXHIBIT A) for \$139,150.

Item Submitted By: *Dr. Glenn R. Roquemore, President*
Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: IRVINE VALLEY COLLEGE**

☐ GRANT APPLICATION ABSTRACT
☒ GRANT ACCEPTANCE ABSTRACT
☐ GRANT RENEWAL ACCEPTANCE ABSTRACT
☐ REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** Irvine Valley College Training Project
2. **PROJECT DIRECTOR:** Bruce Sobczak
3. **PROJECT ADMINISTRATOR:** Barb Blanchard
4. **GRANTOR AGENCY:** Employment Training Panel
5. **FUNDING SOURCE:** State of California
6. **STARTING AND ENDING DATES OF THE PROJECT:** 6/30/13 – 6/29/15
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** Irvine Valley College ATEP will provide technology training and support job-skills training to incumbent workers of California-based companies. The award of \$139,150.00 also requires that participating employers contribute a minimum of \$69,575.00 toward the initiative. This training will allow much needed and desired employer training to take place in the region.

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$ 130,150.00	\$ 69,575.00	\$ 9,000.00	\$ 208,725.00

9. **APPROVALS**

Division/School Dean

Vice President of Instruction/Students

President



Vice Chancellor, Technology & Lrng Serv

Chancellor

EXPENDITURES SUMMARY

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ _____	\$ _____	_____
2000 Classified Salaries	\$ _____	\$ _____	_____
3000 Benefits	\$ _____	\$ _____	_____
4000 Supplies	\$ _____	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>139,150.00</u>	\$ <u>69,575.00</u>	<u>Participating Employers</u>
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	\$ <u>139,150.00</u>	\$ <u>69,575.00</u>	

*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1.	[]	[]	[]	[]
2.	[]	[]	[]	[]
3.	[]	[]	[]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location _____

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit •Financial

Partnership Name/Location _____

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit •Financial

ETP Agreement
ET13-0423

South Orange Community College District Training Project

This ETP Funding Agreement (Agreement) is entered into between the Employment Training Panel (ETP or Panel) and South Orange Community College District (Contractor).

This Agreement is for the reimbursement of training costs by the Panel pursuant to its authority at Unemployment Insurance Code Section 10200 *et seq.* The term is from June 30, 2013 to June 29, 2015. Said reimbursement shall be disbursed from the Employment Training Fund in a total amount not to exceed \$139,150 (Approved Amount).

This Agreement consists of five Sections and four Exhibits, as shown below:

Section 1. Recitals
Section 2. Representations
Section 3. Performance Standards
Section 4. Payment Details
Section 5. General Provisions

Exhibit A: Chart 1
Exhibit B: Menu Curriculum
Exhibit C: Subcontracts
Exhibit D: Definitions

Exhibits A through D are hereby incorporated-by-reference as part of this Agreement, as if fully set forth herein.

1. Recitals

The parties are entering this Agreement to promote a healthy labor market in California. The purpose of this Agreement is to reimburse training costs from the Employment Training Fund in keeping with ETP program goals at Unemployment Insurance Code Section 10200 *et seq.*

In entering this Agreement, the parties recognize the value of training, particularly the need for California employers to remain competitive in a global business environment. The parties agree that good and valuable consideration exists for this Agreement.

2. Representations

- 2.1 Legislative Appropriation: Contractor understands that payment under this Agreement is valid and enforceable only if sufficient funds are appropriated in the State Budget Act for the relevant Fiscal Year. Payment under this Agreement is subject to any additional restrictions, limitations or conditions imposed by the Legislature, in the Budget Act or otherwise. If sufficient funds are not appropriated or otherwise made available for disbursement from the Employment Training Fund as needed for this Agreement, the Panel's liability for payment shall be limited to available funds and payment shall be disbursed only for the actual hours of training delivered as of the date Contractor receives a Notice of unavailable funds from ETP.
- 2.2 Incremental Encumbrance: This Agreement shall be incrementally encumbered insofar as only a percentage of the total Amount Approved will be made available for payment in the first and subsequent Fiscal Year(s).
- 2.3 Development Fees: Contractor represents that ETP funds will not be used to pay for any fees or costs incurred prior to the Panel's approval of funding under this Agreement.
- 2.4 Criteria for Participating Employers: Contractor is aware that all participating employers must be subject to paying the Employment Training Tax for each trainee. Contractor is aware that all participating employers must face out-of-state competition, unless funded under Special Employment Training. Contractor is aware that all participating employers must have no more than a 20% turnover rate in the prior calendar year. Contractor is aware that training agencies are not eligible as Participating Employers.
- 2.5 Funding Limitations: Contractor is aware of Funding Limitations established by the Panel and published on the ETP Website as of the effective date of this Agreement. Contractor represents that it will adhere to these Limitations in its recruitment and selection of Participating Employers.
- 2.6 Confidentiality: The Panel represents that trainee Social Security Numbers will only be used to access trainee employment and wage history in the Unemployment Insurance data base maintained by the Employment Development Department. The Panel represents that trainee demographic information will only be used to compile statistical data, in the aggregate. The Panel represents that the Social Security Numbers and demographic information will be maintained in confidence using administrative, technical and physical safeguards. Contractor understands that it is solely responsible for obtaining this confidential information from the participating employers or trainees, along with any written release it deems necessary. ETP represents that there is no statutory or regulatory requirement for a written release.
- 2.7 In-Kind Contribution: Contractor represents that participating employers will make a financial commitment to training and will not use ETP funding to displace their own training resources. In addition, Contractor represents that In-Kind Contributions of at least \$69,575 will be made to the cost of training, through wages paid during the hours of training by participating employers and other valuations made in accordance with Title 22, California Code of Regulations (CCR), Section 4401.1.

- 2.8 Substantial Contribution: Contractor understands that its reimbursement will be reduced by either 15% or 30% for the purpose of making a Substantial Contribution to the cost of training if a participating employer(s) earned payment under a prior ETP Agreement, under the standards set forth in Title 22, CCR, Section 4410. (See also Reimbursement Rate in Section 4.)
- 2.9 Job-related Training: Contractor represents that training will be in job-related skills.
- 2.10 Compensation During Retraining: Contractor is aware of the standards for compensating incumbent employees during "mandatory" training in accordance with state and federal work orders.
- 2.11 Charges to Trainees: Contractor understands that it cannot charge tuition, fees, or costs to trainees for training funded under this Agreement without prior written approval by the Executive Director of ETP.
- 2.12 Tuition Reimbursement: Contractor represents that it will not charge, or will fully reimburse trainees for any tuition, fees, or costs they may have already paid for training that is funded by ETP.
- 2.13 Nondiscrimination: Contractor represents that participating employers will be "equal opportunity" employers compliant with all state and federal laws pertaining to fair employment practices.
- 2.14 Contractor Credentials: Contractor represents that it has been certified by:
- Western Association of Schools and Colleges (WASC)
- Contractor also represents said certification is specific to the Curriculum in Exhibit B of this Agreement. Contractor represents that it will maintain said certification(s) throughout the term of this Agreement.
- 2.15 Trainer Credentials: Contractor represents that training will only be delivered by instructors who are competent in the subject matter. Contractor represents that: a) instructors will satisfy certification and licensing requirements as may be applicable; b) any trainee who is also a trainer will complete all class/lab hours in each topic of training prior to delivery of training on that topic.
- 2.16 Responsibility: Contractor understands that it is directly responsible for the administration and delivery of all training funded under this Agreement.
- 2.17 Liaison: Contractor represents that it will fully inform all participating employers about their rights and obligations under the training project funded under this Agreement, and will periodically review their participation for compliance with the performance standards of this Agreement. Contractor represents that it will promptly inform ETP of any discrepancy or problem regarding the role or performance of participating employers under this Agreement.
- 2.18 Professional Employer Organization: Contractor understands that participating employers may only use the services of a PEO if, under their services agreement, they operate as co-employers. This means the participating employers must not fully relinquish the responsibility to pay wages; make benefit payments; and withhold,

South Orange Community College District

collect, report and remit payroll-related taxes, including the Employment Training Tax. Contractor understands that participating employers must retain the exclusive right to direct and control the work performed by trainees during retention, and to set the amount of their post-retention wages.

- 2.19 Misrepresentation: Contractor understands that any misrepresentation of material fact made by it or its agent to the Panel or ETP staff, whether set forth herein or otherwise, constitutes grounds for immediate termination of this Agreement.

3. Performance Standards

3.1 Payment Earned: Contractor shall not be entitled to retain the Progress Payments or Final Payment for any trainee unless it demonstrates compliance with the requirements set forth in this Agreement. (See definition of Payment Earned in Exhibit D.) Contractor must demonstrate compliance using ETP procedures, to the sole satisfaction of ETP.

3.2 Hours of Training: Reimbursable hours of training will vary depending on the method of delivery. Advanced Technology (AT) is considered a method of delivery for this purpose. Class/Lab includes Videoconference, Simulated Laboratory and Productive Laboratory. Class/Lab may be delivered by the E-Learning methodology.

3.2.1 Class/Lab/Videoconference: Reimbursement is for actual hours of attendance, within the range of hours for each Job Number as identified in Exhibit B, Menu Curriculum and in Exhibit A, Chart 1. Each trainee must attend training for the minimum number of hours for payment to be earned, and payment cannot be earned for attendance beyond the maximum number of hours.

3.2.2 Range of Hours: Reimbursement for retraining is capped at 200 total training hours per-trainee in Job Number 1 and 60 total training hours per-trainee in Job Number 2.

3.3 Retention: All trainees must be employed by a participating employer on a full-time basis, with wages reported in California, for the applicable hours and time period of retention by Job Number. Retention cannot begin until the end of all training per-trainee, and must be completed within the term of this Agreement.

Job Number: 1 Job Description: Priority/Retrainee
Job Number: 2 Job Description: Priority/SB<100

Retention is at least 90 consecutive days full-time with one employer. Full-time employment means 35 hours per week.

3.4 Post-Retention Wage: All trainees must earn at least the Post-Retention Wage identified for the county or region in which trainees are employed. Health benefits (employer share-of-cost for medical, dental and vision care) may be included in wages for Job Numbers 1 and 2.

Job Number: 1 Job Description: Priority/Retrainee
Job Number: 2 Job Description: Priority/SB<100

Trainees must earn at least \$15.88 per hour in Orange County, and \$16.00 per hour in Los Angeles County.

3.5 Trainee Eligibility: All trainees must meet the eligibility standards set forth in Unemployment Insurance Code Section 10201(c).

Moreover, the Contractor's own employees are not eligible for training under this Agreement.

- 3.6 Managers and Supervisors: Managers and Supervisors must not exceed 20% of the total trainee population in Job Number 1, as shown in Exhibit A, Chart 1. Otherwise, all trainees must be "frontline workers" within the meaning of Title 22, CCR, Section 4400(ee).
- 3.7 Top-Level Executives: Payment cannot be earned for Top-Level Executives who set company policy. Trainees employed in the occupation of President, Vice-President, Director, Chief Executive Officer, Chief Investment Officer, Chief Financial Officer, Chief Counsel, General Counsel, Chief Operating Officer and similar capacities are presumed to be Top-Level Executives. That presumption will be rebutted if the occupation(s) is identified in Exhibit A, Chart 1.
- 3.8 Enrollment: Eligibility for enrollment must be established prior to the start-of-training. To establish eligibility, Contractor must provide ETP with each trainee's Social Security Number. (See also Payments in Section 4.) Eligibility must be established, and enrollment must be reported, in the form and manner prescribed by ETP.
- 3.9 Multiple Enrollment: A trainee cannot be enrolled in the same Job Number more than once within the same project. A trainee can be enrolled in another Job Number, but only after having completed the minimum number of hours designated for the Job Number in which originally enrolled, and having satisfied the retention and minimum wage requirements applicable to the original Job Number. Thus, enrollment in another Job Number must follow Final Payment under the original Job Number.
- Upon enrollment in another Job Number, a trainee must again satisfy the retention and minimum wage requirements, as applicable. The retention requirement cannot be satisfied simultaneously for more than one Job Number.
- 3.10 Training Ratio: The trainer-to-trainee ratio must not exceed 1:20 for Class/Lab training, except for: 1) Advanced Technology courses in which case the ratio must not exceed 1:10.
- 3.11 Out-of-State Vendor: No training may be delivered by an out-of-state vendor without prior written approval by ETP. Contractor must provide ETP with written notice of proposed services by an out-of-state vendor at least seven working days in advance, in the form and manner prescribed by ETP.
- 3.12 Occupations: Training shall be funded only for trainees working in the occupations approved by the Panel for each Job Number, as shown in "Exhibit A, Chart 1."
- 3.13 Relocation: Contractor will be liable for repaying ETP for any training funds received, for if it relocates or closes the California facility at which training was provided to a location out-of-state; or transfers trainee jobs to a location out-of-state, within three years of termination of this Agreement. The repayment demand will be made at the discretion of the Panel in accordance with the standards set forth in Title 22, CCR, Section 4446.5.

4. Payment Details

- 4.1 Reimbursement Rate: Contractor will be reimbursed at an hourly rate per trainee, based on the delivery method and type of training. (See definition of Reimbursement Rate, Exhibit D). All Laboratory, E-Learning, and Videoconference training is reimbursed at the Class/Lab rate.

If a participating employer is responsible for making a Substantial Contribution, the rate will be adjusted accordingly by either 15% or 30% accordingly to the standards in Title 22, CCR, Section 4410. (See Substantial Contribution in Section 2.)

In Job Number 1 the hourly rate is \$18 per-trainee for Class/Lab Training, and \$26 per-trainee for Advanced Technology Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

In Job Number 2 the hourly rate is \$26 per-trainee for Class/Lab Training or Advanced Technology Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

- 4.2 Support Costs: Contractor will also be reimbursed up to \$9,000 for outreach and recruitment of participating employers by an 8% adjustment to the Program Costs for Job Numbers 1-2. (See Contract Totals in Exhibit A, Chart 1 and definition of Program Costs in Exhibit D.)
- 4.3 Curriculum: ETP reimbursement is limited to the types of training approved for a given Job Number as shown in "Exhibit B: Menu Curriculum."
- 4.4 Payments: A trainee must be enrolled and must have completed at least 8 hours of training before any payments will be made. Payments may be made in three stages on a per-trainee basis, by Job Number.
- 4.4.1 The first Progress Payment (P1) will be approximately 25% for Job Number 1 and approximately 20% for Job Number 2 of the Average-Cost-per Trainee, payable upon enrollment and after the first eight hours of training.
- 4.4.2 The second Progress Payment (P2) will be paid upon completion of all training hours. Progress Payment (P1) and (P2) combined cannot exceed 75% of the Actual Cost per trainee within the range of training hours specified in Chart 1 for each Job Number.
- Trainees invoiced for P2 will be deemed to have entered into the retention period applicable to the Job Number in which originally enrolled.
- 4.4.3 The Final Payment (F) is payable at the end of retention, based on hours of training actually completed with reference to the minimum and maximum hours.
- 4.5 Wage Reporting: Contractor must report the actual hourly wage paid for each trainee at the completion of retention. This information is used by ETP to verify full-time employment.
- 4.6 Administrative Costs: The hourly reimbursement rate includes an allowance for training administration. Administrative costs funded by ETP shall not exceed 13% of

payment earned for Retraining.

- 4.7 Invoicing: Contractor must submit timely and accurate invoices for the Progress Payments and Final Payment, using the form and manner prescribed by ETP. The Fiscal Closeout invoicing should be submitted to ETP no later than 30 days after this Agreement has terminated.
- 4.8 Fiscal Closeout: Payments will be made by invoice on a per-trainee basis. The total payments must be reconciled for all trainees taken as a whole at the time of Fiscal Closeout.
- 4.9 Suspend Payment: ETP may, at its sole discretion, suspend or withhold any payment if it appears Contractor has or will fail to perform its obligations under this Agreement. ETP shall give Contractor written Notice of the suspension/withhold and provide a reasonable opportunity for cure. This right to suspend or withhold payment is in addition to, and may be exercised concurrent with, termination.
- 4.10 Overpayment: The Progress Payments and Final Payment will not be earned until all performance standards and any other conditions of reimbursement have been satisfied. Contractor must promptly repay ETP for any overpayment identified at Final Closeout, or in a subsequent Audit. Repayment must include statutory interest computed from the first day of the month following the overpayment.
- 4.11 Unearned Payment: All unearned payments shall be returned to ETP with statutory interest computed from the first day of the month following the date the funds are received. If the Contractor petitions for bankruptcy, ETP shall be listed and scheduled as a creditor.
- 4.12 Liability Offset: Payments made or earned under this Agreement may be used to offset any outstanding financial liabilities owed under a prior Agreement at the sole discretion of ETP. This provision shall remain in full force and effect until the funds owed have been repaid, including statutory interest.

5. General Provisions

- 5.1 Party Intent: In the event of ambiguity, the intent of the parties shall be construed in accordance with the written proposal (ETP 130) and open-meeting discussions at the time the training proposal was considered by the Panel. In construing intent, the parties also agree to abide by the definitions set forth in Exhibit D of this Agreement. Otherwise, words and phrases shall be given their common English meaning. Section headings are for convenience only, and not to be used to determine any of the rights or obligations of the parties.

In the event of a material discrepancy between the text of this Agreement and Exhibit A, Chart 1, the latter shall prevail; but for wages in which case Post-Retention Wage in Section 3 shall prevail. All such discrepancies are subject to correction by Amendment.

- 5.2 Severability: If any provision of this Agreement is held illegal, invalid or unenforceable in whole or in part it shall be modified to the minimum extent necessary; and, the remaining provisions shall not be affected thereby.
- 5.3 Subcontractor Identification: Contractor must identify all subcontractors as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email; description of services to be provided; and fees or rate payable.
- 5.4 Subcontract Terms: Contractor may subcontract with a third party for training or administrative services in connection with this Agreement. ETP shall not be named as a party on any subcontract. A subcontract for administrative services must be in writing, and must be filed with ETP prior to its effective date. A subcontract or oral agreement for training services must be disclosed and its terms made available to ETP upon demand. An administrative subcontract must incorporate the provisions set forth under "Exhibit C: Subcontracts." ETP reserves the right to monitor the delivery of services under any subcontract. Contractor shall use best efforts to correct performance problems identified by ETP as a result of monitoring.
- 5.5 Participating Employers: Contractor must identify all participating employers as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email. Contractor may charge participating employers a refundable or nonrefundable deposit as specified in a mutual written Agreement signed by both parties, upon prior review and approval by ETP, as set forth in Title 22, CCR, Section 4409.1.
- 5.6 ETP Name: Any material used to promote this training project, and any other writing that uses the ETP name or logo, must be approved in advance by ETP.
- 5.7 Audits: ETP has the right, during normal business hours, to examine or audit any and all electronic or paper records, and documents related to the delivery of services, including accounting source payroll documents, under this Agreement to the extent it

deems necessary. This right begins upon the effective date of this Agreement, and extends to 4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal resolution, whichever is later. Audits will be conducted in accordance with Generally Accepted Government Auditing Standards and may utilize statistical sampling with extrapolation of an error rate.

- 5.8 Online Tracking: Contractor must use the ETP Online Class/Lab Tracking System to upload/enter attendance data. Contractor must upload/enter this data within 90 days of the date of training delivery.
- 5.9 Monitoring Access: Contractor shall ensure that ETP has access to its facilities or those of a participating employer or training vendor as needed to monitor performance under this Agreement. Contractor shall use best efforts to ensure that ETP also has access to trainers and trainees for the purpose of performance-related interviews. During the term of this Agreement, all Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10 Rosters: Contractor must maintain the originals of all training attendance Rosters for a period of not less than 4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal resolution, whichever is later. All Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10.1 Class/Lab: Contractor must obtain from the participating employers, and maintain (as stated above), the original Class/Lab Rosters in hard-copy signed by each trainee and instructor. There is no exception for participating employers using a Learning Management System or other electronic recordkeeping for the Class/Lab method of delivery, including Productive Lab.
- 5.11 Termination without Cause: Either party may terminate this Agreement without cause by serving written Notice at least 30 calendar days in advance.
- 5.12 Termination with Cause: ETP may terminate this Agreement immediately, without serving advance Notice, if it determines at its sole discretion that Contractor or its agent has engaged in fraud, misrepresentation or other egregious conduct in connection with this Agreement, or has violated any law pertinent in the course of meeting its obligations under this Agreement. In the alternative, ETP may terminate this Agreement for a defect in performance or related problem by serving written Notice at least 30 calendar days in advance, and giving Contractor at least that time period as an opportunity to cure the defect or problem, as determined in its sole discretion.
- 5.13 Indemnification: Contractor shall defend, indemnify and hold harmless ETP along with its Panel, officers, employees or agents from and against any and all claims, complaints, demands, actions, causes of action, liabilities, losses, damages, judgments, awards, fines, settlements, costs or expenses including reasonable attorney's fees arising under this Agreement (Claim). The provisions of this section shall apply to any Claim based on the action or omission of Contractor or its officers, employees, agents or vendors, whether joint or several. ETP shall provide Contractor reasonable assistance in the defense of any Claim. However, ETP reserves the right to defend against a Claim or settle a Claim on its own behalf. Contractor shall not

defend or settle in the name of ETP without prior written consent by the signatory of this Agreement for ETP. The parties shall give each other prompt written Notice of any Claim.

- 5.14 Governing Laws: This Agreement shall be governed by the laws of the State of California. Contractor shall comply with all applicable federal, state and local laws.
- 5.15 Forum State: The parties agree that any legal action arising under this Agreement, including mediation or arbitration, shall take place in Sacramento, California.
- 5.16 Survival: The following provisions of this Agreement shall survive its termination: Relocation, ETP Name, Audits, Rosters, Indemnification, Governing Laws, Forum State, Successor Corporation, and Notices.
- 5.17 Waiver: No delay or failure by either party to exercise or enforce provision of this Agreement shall be considered a waiver thereof. In order to be valid, a waiver must be in writing. A single waiver shall not constitute a continuing or subsequent waiver.
- 5.18 Other Funds: Contractor shall immediately serve ETP with Notice of any other government funding that is or may be applied to the cost of training under this Agreement. Cost reimbursement by ETP under this Agreement cannot displace, but must supplement, any other government funding. ETP reserves the right to reduce payments or demand the return of overpayments that result from said displacement.
- 5.19 Assignment: Contractor shall not assign any rights in, nor delegate any obligations under this Agreement or any portion hereof, without prior written consent by ETP.
- 5.20 Successor Corporation: This Agreement shall be binding on and inure to the benefit of the surviving corporation or other business entity in the event of Contractor's merger. (Corporations Code Section 1107.) This Agreement shall be binding on and inure to the benefit of the surviving person or entity in the event a controlling interest in its assets or operations is purchased, acquired or transferred, in which case ETP may require the survivor to enter a written Assumption of Liability.
- 5.21 Entire Agreement: This is the entire Agreement between the parties and it supersedes any prior or contemporaneous communication or understanding between them (written or oral).
- 5.22 Modifications: Certain terms and conditions of this Agreement may be modified at the request of Contractor with the written approval of ETP so long as there is no increase in the approved amount of funding, and no change in the scope or intent of training.

Modifications are restricted to the following:

- a) Add or delete a Job Number except for Apprentices;
- b) Expand or reduce the Estimated Number of Trainees in a Job Number;
- c) Change the trainee Occupations in a Job Number except for Apprentices;
- d) Redistribute the Estimated Number of Trainees funding between Job Numbers;
- e) Add to or delete training courses identified in the Exhibit B, Menu Curriculum except for OSHA 10 and OSHA 30;

- f) Change or extend the term dates;
- g) Revise range of hours so long as there is no change to the per-trainee cap on hours;
- h) Add health benefits to wages or change the amount of health benefits to be included in wages;
- i) Correct a material discrepancy between the text of this Agreement and Exhibit A, Chart 1. (See Party Intent in Section 5)

If ETP approves a Modification pursuant to (a) through (i) above, it will prepare a written Modification indicating the effective date, and transmit a copy of same to Contractor. Modifications cannot be made after termination of this Agreement.

5.23 Amendment: With the exception of Modifications as provided for above, this Agreement may not be amended except in a writing that is signed by both parties. An Amendment or Modification can only be made based on the mutual agreement of the parties. Amendments cannot be made after termination of this Agreement.

5.24 Notices: All Notices in connection with this Agreement must be in writing, and shall be effective upon receipt. Notice of termination or material breach and final notice of overpayment must be delivered by certified U.S. Mail with return receipt requested, or by a commercial courier with receipt. Otherwise, Notices may be delivered by U.S. Mail, commercial courier, FAX or email. All Notices to ETP must be addressed to the manager of a regional office or the Sacramento headquarters office, as appropriate to the subject matter.

All Notices to Contractor must be addressed to the authorized representative identified below. This same representative is designated as the contact person for general inquiries by ETP.

The parties agree to keep each other informed as to any change in the contact information for their representatives.

Name and job title: Bruce Sobczak, Director – Economic & Workforce Development

Email address: BSobczak@ivc.edu

Mailing address with zip code: 15445 Landsdowne Road, Tustin, CA 92782

Phone number: (949) 282-2720

Fax number: N/A

Contractor and ETP agree to the terms and conditions in this Agreement by signature of their authorized representatives set forth below:

Contractor

ETP

Signature/Date

Signature/Date

Printed Name/Title

Jill McAloon, Acting Executive Director
Printed Name/Title

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
I	Engineers/Designers, Finance/Accounting Staff, Inspector, Machine/CNC Operator, Managers/Supervisors, Manufacturing/Production Staff, Materials Handler/Operator, Scientist, Technicians/Information Technology, Warehouse/Logistics Staff	MEC Retrainee - \$18	135			\$866	\$216.50	VAR	N/A	VAR	\$15.88
687	<i>Menu Curriculum - Trainees will receive one or more of the following: Business Skills Commercial Skills Computer Skills Continuous Improvement Manufacturing Skills Advanced Technology</i>										
<i>Job Max Total Amount: \$ 116,910.00</i>							<i>Range of Hours: Min = 24 Max = 200 Weighted Avg = 45</i>				

ETP100CH (11/07)

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.
² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees ¹	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention ²
2	Engineers/Designers, Finance/Accounting Staff, Inspector, Machine/CNC Operator, Managers/Supervisors, Manufacturing/Production Staff, Materials Handler/Operator, Scientist, Technicians/Information Technology, Warehouse/Logistics Staff	MEC Priority Industries Retrainee SB <100	20			\$1,112	\$222.40	VAR	N/A	VAR	\$15.88
687		<i>Menu Curriculum - Trainees will receive one or more of the following: Business Skills Commercial Skills Computer Skills Continuous Improvement Manufacturing Skills Advanced Technology</i>									
<i>Job Max Total Amount: \$ 22,240.00</i>							<i>Range of Hours: Min = 8 Max = 60 Weighted Avg = 40</i>				

ETP100CH (11/07)

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Exhibit A: Chart 1

Contract Totals

Program Cost		\$130,150
Substantial Contribution	(-)	\$0
Multiple-Empl. Support	(+)	\$9,000
TOTAL ETP Funding	(=)	\$139,150
TOTAL Estimated No. of Trainees		155

¹ The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

² Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

Turnover Rate	Manager/ Supervisor %	Health Benefits Inc. in Wage?
20%*	20%**	Yes

Location of Training: Training will be provided at the Contractor and participating employer training sites in California.

Ratios: The trainer-to-trainee ratio for class/lab training shall not exceed 1:20. The ratio for Advanced Technology courses shall not exceed 1:10.

Health Benefits: Health benefits vary with participating employers; however, health benefits may be applied to the base wage in order to satisfy the following ETP minimum hourly wage requirements for retrainees in Job Numbers 1 and 2: \$15.88 per hour for Orange County; and, \$16.00 per hour for Los Angeles County.

*Turnover Rate: Turnover rate shall not exceed 20% annually for the participating employer's facility where training is being requested, unless the employer provides evidence that the proposed training will significantly decrease the turnover rate; or the employer has experienced a singular reduction in its workforce or other occurrence which adversely affected the turnover rate in the last calendar year; or if industry data supports a higher turnover rate.

**Managers and Supervisors: Managerial percentage varies by participating employer. For participating employers with more than 100 employees in California and/or 250 employees worldwide (including parent companies, subsidiaries, and affiliates), the percentage of Managers and Supervisors shall not exceed 20% of the total number of trainees participating in this Agreement. This cap does not apply to small businesses in Job Number 2.

Exhibit B: Menu Curriculum


Class/Lab Hours

24–200 (Job Number 1)

8–60 (Job Number 2)

Trainees will receive any of the following:

BUSINESS SKILLS

-  Business Writing
-  Conflict Management
-  Effective Communication Skills
-  Effective Meeting Skills
-  Financial Analysis Skills
-  Goal Setting
-  Negotiation Skills
-  Presentation Skills
-  Providing Quality Customer Service
-  Sales Skills
-  Time Management Skills

















COMMERCIAL SKILLS

-  Optimal Operating Methods
-  Preventative Equipment Maintenance
-  Warehouse Operations

COMPUTER SKILLS

-  Building a Computer
-  Computer Repair with CompTIA
-  Database Management Skills
-  Intermediate/Advanced Microsoft Word, Excel, PowerPoint Skills
















CONTINUOUS IMPROVEMENT

-  Coaching and Feedback/360 Degree Feedback
-  Decision Making
-  Effective Leadership Skills / Situational Leadership
-  Effective Meeting Skills
-  Innovation at Work
-  Interpreting & Analyzing Data
-  Introduction to ISO
-  Lean Office Administration
-  Managing Change / Change Planning
-  Problem Solving / Team Problem Solving
-  Project Management
-  Six Sigma
-  Statistical Process Control
-  Strategic Planning
-  Team Work / Building Teams
-  Total Quality Management Skills

MANUFACTURING SKILLS

-  Manufacturing Process Control and Improvement
 - Digital Manufacturing/Additive and Deductive Manufacturing
 - Geometric Dimensioning & Tolerance
 - ISO Implementation
 - Lean Manufacturing Techniques
 - New Product Design and Development
 - Supply Chain Development
-  Principles of Machine Technology
-  Process Engineering/Design

ADVANCED TECHNOLOGY

-  Cad/CAM Design Software
 - SolidWorks 3D Modeling/Surface Modeling
 - LabVIEW
 - AutoCAD
 - Illustrator
 - Master CAM
-  CNC Programming/Milling/Lathe/CNC Using Master CAM
-  Electronic Component Design and Integration
-  Electronics and Optics
-  Electronics for Maintenance Technicians
-  Electropneumatics
-  Fundamentals of Light and Lasers
-  Introduction to Programmable Logic Controller's (PLC)
-  Laser Material Processing
-  Motor Controls
-  Optics, Light and Lasers / Fiber Optics
 - Optical Detection and Radiometry
 - Testing and Evaluating Consumer Optics
-  PLC Programming and Trouble Shooting
-  Pneumatics
-  Quality and Test Engineering
-  Rapid Prototyping

Note: Reimbursement for Job Number 1 is capped at 200 total training hours and Job Number 2 is capped at 60 total hours per trainee, regardless of training delivery method.

Exhibit C: Subcontracts

1. The Employment Training Panel (ETP) is not a party to this Agreement. ETP is not obligated in any manner for any liability that may arise out of this Agreement. No third party relationship is intended or created with ETP under this Agreement.
2. Consultant agrees that ETP has the right, during normal business hours, to examine or audit any and all records, books, papers and documents related to the delivery of services, including all accounting source payroll documents, under this Agreement to the extent ETP deems necessary.
3. Consultant agrees that ETP has the right, during normal business hours, to freely observe and monitor the delivery of services under this Agreement with or without the Consultant's presence. In particular, Consultant agrees that ETP has the right to interview trainees, trainers and training personnel.
4. Consultant agrees to maintain all records and other writings that pertain to the delivery of services under this Agreement for a period of no less than 4 years from termination or 3 years from Fiscal Closeout, whichever is later. This does not relieve Contractor of its responsibility under the ETP Agreement.
5. This Agreement shall be governed by the laws of the State of California. If ETP is named as a party in litigation, arbitration or other proceedings in connection with this Agreement, the exclusive venue and place of jurisdiction will be the County of Sacramento in the State of California.
6. In the event of any conflict or inconsistency between the terms of this Agreement and the ETP Agreement, the latter shall govern and prevail.
7. In no event shall the administrative fees paid under this Agreement with ETP funds exceed 13% of payment earned for Retraining. As used herein, "payment earned" means the amount of reimbursement the Contractor is entitled to retain based on ETP Fiscal Closeout. [Section 4400(r).]

Note: These provisions must be incorporated into any Agreement (subcontract) between Contractor and a consultant for administration of the ETP-funded training project. These provisions need not be used verbatim, but any variation must be approved by the ETP Legal Office. Contractor means the party that holds the contract and Consultant means the party that is responsible for administrative services.

Exhibit D: Definitions

The parties agree that the following definitions shall govern performance under this Agreement. These terms are used in this Agreement, or may be referred to in the course of program administration by ETP.

Some definitions include references to regulations in Title 22 of the California Code of Regulations or to the Unemployment Insurance (UI) Code, as shown in brackets. The regulations and UI Code are available for review at the ETP website (www.etp.ca.gov).

Actual Cost-per-Trainee: The amount of reimbursement payable on a per-trainee basis at Progress Payment 2 (P2) and the Final Payment (F), based on the actual number of training hours completed.

Approved Amount: The maximum amount of funding approved by the Panel. This amount is distinct from Payment Earned.

Average Cost-per-Trainee: The average cost of training for each trainee enrolled in a given Job Number based on the planned hours of training and the fixed fee rate. This cost is used to calculate the first Progress Payment (P1) at the time of enrollment.

Classroom Training: Formal instruction in a classroom setting that is removed from the trainee's usual work environment, and provided on a regular basis under the constant and direct guidance of a trainer. [Section 4400(y)(1).]

CNA to LVN: Training designed to upgrade the skills of a Certified Nurse Assistant or similar caregiver under a Licensed Vocational Nurse program, leading to LVN licensure. [UI Code Section 10214.9.]

Computer-Based Training (CBT): Instruction provided through computer systems or software and delivered through an electronic medium such as the Internet, Intranet, LAN or CD-ROM. Trainees must participate from a suitable location in California. [Section 4400(ff).]

Curriculum: A list of approved training courses or modules under the Menu as shown in Exhibit B.

E-Learning: Instruction provided by a live trainer via a web-based system in real-time using interactive communication. This includes videoconference training. [Section 4400(y)(4).]

Eligible Employers: Employers are eligible for ETP funding if they are subject to payment of the Employment Training Tax. Employers that have elected an alternate method of financing liability for the payment of Unemployment Insurance benefits can only be eligible for the "incidental placement" of new hire trainees. There are other eligibility standards such as out-of-state competition, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(b).]

Enrollment: The process of registering a trainee with ETP as an eligible participant in ETP-funded training, once the first eight hours of training have been completed. Trainees are enrolled by Job Number. Once enrolled, they can participate in more than one approved course for that Job Number, on a sequential basis. [Section 4400(dd).]

Entrepreneurial Training: Training in business management and related skills for the owner of a business with 9 or fewer employees. [Section 4409.]

ETP Minimum Wage: The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

Final Payment: Final payment is the final 25% payment based on the number of training hours completed for each trainee. Final payments (F) may be authorized and paid for each trainee after completion of training and the required post-training retention period specified in the agreement. Each trainee must be employed full-time and must receive the minimum wage specified in the Agreement at the end of the employment retention period. Final Payments are reconciled with individual unearned progress payments and are not considered earned until the Fiscal Closeout of the Agreement.

Fiscal Closeout: The process by which ETP determines the actual amount of Payment Earned for all trainees, reconciling the Final Payment with the first two Progress Payments. ETP will give Contractor written Notice of any overpayment that results from Fiscal Closeout within a reasonable time after the term of this Agreement.

Frontline Worker: These are employees who directly produce goods or deliver services. In general they are eligible for overtime compensation, regardless of job title. Managers and Supervisors as defined below are not Frontline Workers. [Section 4400(ee).]

Full-time: Employment of at least 35 hours a week, with exceptions for special programs. [Section 4400(h).]

Funding Limitations: These are industries and occupations identified by the Panel as its lowest priority for funding, and thereby precluded from participation in an ETP funded program, as identified by the Panel on the ETP website [Funding Limitations](#), as of the effective date of this Agreement.

High Unemployment Area: A county or other distinct region of California where the unemployment rate exceeds the state average rate by a given factor, based on data from the Labor Market Information Division (LMID) of the Employment Development Department. The trainees in a High Unemployment Area (HUA) may qualify for a lower minimum wage, a modified Retention period, and/or the waiver of other requirements on a case-by-case basis. [Section 4429.]

Incidental Placement: New Hire trainees may be placed with public, non-profit or other employers who are not subject to payment into the Employment Training Fund on an "incidental" basis not to exceed 20% of the total trainee population under a Multiple Employer Contract, as determined by the Panel case-by-case. New Hire trainees may also be placed with Temporary Staffing agencies, not to exceed 20% of total New Hire population. [UI Code Section 10201(b) and Section 4427.]

In-Kind Contributions: The cost incurred by an employer or participating employer under an ETP-funded project. These costs may be monetary, such as wages paid to trainees during the hours of training. Or, they may be non-monetary, such as the rental value of a facility or room that is made available for instructional purposes. [Sections 4400(l) and 4401.1.]

Job Number: The designation used to differentiate between categories of trainees, and types of training. By way of example, distinguishing factors include the minimum hours of training, the approved type of training, and the minimum post-retention wages.

Literacy Training: Basic, job-related skills including math, reading, and language skills necessary for the trainee's job performance and employment retention in a job with definite career potential and long-term security. [Section 4400(n).]

Managers and Supervisors: These are employees who primarily perform exempt job duties within the meaning of the federal Fair Labor Standards Act and state Labor Code Section 515, where "primarily" means more than one-half of the work time. In performing these duties, Managers and Supervisors must also: exercise discretion and independent judgment; influence policy; supervise at least two employees with the right to hire and fire; and earn no less than two times the state minimum wage.

Mandatory Training: Training is mandatory when the employer leads trainees to believe their continued employment would be adversely affected by not attending; the subject matter is directly related to the job duties; and the trainee does not produce goods or deliver services during training. Trainees must be paid their usual wages during mandatory training. This training is usually conducted during regular working hours. [See *Division of Labor Standards Enforcement Manual* at Section 46.6.5, at www.dir.ca.gov.]

Multiple Barriers (MB): Two or more barriers to full participation in the workforce. The barriers may include mental or physical disabilities, illiteracy, limited English proficiency, limited math skills or some similar impediment.

New Hire: Training in new vocational skills for persons who are unemployed at the start of training. The vocational skills may include job-related literacy training. [UI Code Section 20201(g); Section 4406.]

Out-of-State Competition: The Panel will not fund any retraining project, with the exception of Special Employment Training, unless it first determines that the trainee jobs are threatened by out-of-state competition. This determination is made on a case-by-case basis, using factors such as location of the corporate headquarters and revenue stream, except that a training project in manufacturing and certain other industry sectors classified under the North American Industrial Classification System, are deemed to meet this requirement. [Section 4416.]

Payment Earned: The amount of Reimbursement the Contractor is entitled to retain based on performance, and compliance with all other requirements set forth in this Agreement, as reconciled at the time of Fiscal Closeout. [Section 4400(r).]

Post-Retention Wage: The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

Preceptor Training: In "preceptor training" the trainee observes hands-on skills as performed by a licensed LVN, RN or other practitioner (i.e., preceptor). The trainer to trainee ratio is generally 1:1. During the second phase, the trainee performs the skills under the preceptor's close supervision.

Priority Industry: Industry sectors that are "targeted" for training funds. Manufacturing, aerospace, biotechnology, high technology and agriculture are typical Priority Industries. They are identified in the Panel's annual Strategic Plan. [UI Code Sections 10200(b) and 10205(d).]

Productive Lab Training: A type of practical Retraining whereby the instructor oversees an employee's use of special equipment or application of particular skills, in the actual work

environment, resulting in the production of goods or delivery of services for profit. A Productive Lab Training Plan must be approved in advance by ETP. Productive Lab is more suitable to production than service delivery, and would only be approved for New Hire training on a case-by-case basis.

Program Costs: This means training costs and administrative costs, before the addition of Support Costs. The Support Costs are calculated as a percentage of training costs only.

Progress Payments: Progress payments are unearned cash flow payments authorized and paid at selected training and contract performance benchmarks. Progress payments may be paid after a trainee is enrolled and has completed 8 hours of training (P1), after a trainee has completed training (P2) and when a trainee is placed in qualifying employment with an eligible employer (P3) [New Hire participants only]. Progress payments may not exceed 75% of the cost per trainee based on the hours of training documented at completion of training. Progress payments are not considered earned until the completion of all contract performance requirements and reconciliation of payments at the Fiscal Closeout of the Agreement.

Reimbursement Rate: The flat rate per hour payable for different methods and types of training. In general, the rate differs between Class/Lab, Advanced Technology and Computer-Based Training, although special rates also apply to Priority Industry and Small Business training. There is a further distinction between rates for New Hire and Retraining. Rates include the cost of training and administration of the ETP-funded project. Rates are consolidated in a Job Number to determine the average cost per-trainee, and for other purposes related to payment disbursement. With a Multiple Employer Contract, the consolidated rate also includes Support Costs as applicable. [UI Code Section 10206(a) and Section 4411 (g).]

Retention: The period of full-time employment required for a trainee or group of trainees after the end of training. Typically, Retention is for 90 consecutive days, although this period may be modified on a case-by-case basis. [Sections 4400(v), 4429.]

Retraining: Job-related vocational training provided to existing employees.

Roster: The hard-copy record that must be signed by each trainee and instructor to demonstrate attendance. For CBT, the supervisor must also sign a hard-copy roster. ETP must approve the format of all Rosters.

Seasonal Industry: This industry must hire at least 50% of its workers on a cyclical basis, as in agricultural crop production. To be eligible for retraining reimbursement by ETP, employers and participating employers in this industry must have retained at least 50% of the same seasonal employees for at least one season. [UI Code Section 10214.5(d).]

Simulated Lab Training: A type of practical training whereby the instructor oversees the use of special equipment or application of particular skills in a simulated work environment. This type of training does not require a special training plan, as compared to Productive Lab Training.

Small Business: For purposes of the Small Business Reimbursement Rate and other special considerations, a small business means 100 or fewer full-time employees in California, but no more than 250 worldwide. The business must be domiciled in California, and independently owned and operated. [Section 4400(w).]

Special Employment Training: Certain types of training designed to satisfy the Panel's funding priorities are funded as Special Employment Training (SET) projects. There is no out-of-state competition requirement for SET. There are different wage requirements for the trainees who are eligible to participate in SET. There may be modifications to Retention, and/or waivers of other requirements for eligible trainees, on a case-by-case basis. [Section 4409.]

Statutory Interest: Interest assessed on overpayments. An adjusted annual rate charged from the first day of the month after Contractor received the overpayment from ETP. [Section 4447.]

Support Costs: Costs associated with recruiting participants and participating employers for training under a Multiple Employer Contact. These costs may also include assessment of eligibility, job search and placement. In general, these costs may not exceed 8% of the training costs. [Section 4411.]

Trainee Eligibility: In general, trainees are only eligible to participate in ETP-funded training if they are unemployed (New-Hire training), or employed by an Eligible Employer with wages reported in California (Retraining). There may be other eligibility standards, such as "multiple barriers" for special funding, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(c).]

Turnover Rate: Average annual turnover for full-time employees in the prior calendar year, used to measure job security. Not all separations from employment are included in calculating turnover (i.e., retirements are not included). [Section 4417.]

Variable Reimbursement: Flexible reimbursement based on a minimum and maximum number of training hours, per-trainee. Trainees may complete any number of hours within the range set forth under the Menu for a given Job Number. Trainees may be trained in one or all courses under the Menu, within the constraints of funding.

Videoconference Training: Classroom instruction provided by a live trainer that is broadcast to two or more locations in real time and interactive with interactive communication between each location through video, data, and audio. The standard trainer-to-trainee ratio (1:20) applies to each location. This training is paid at the class/lab rate as a form of E-Learning.

Voluntary Training: When training is voluntary on the part of employees, they are not required to be paid their usual wages during the hours of training. See definition of "mandatory training" above.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Grant Acceptance, Deputy Sector Navigator
Energy Efficiency & Utilities

ACTION: Approval

BACKGROUND

Irvine Valley College (IVC) has received a grant from the California Community Colleges Chancellor's Office (CCCCO) funded through SB 1402 and SB 1070 dollars to serve as the Deputy Sector Navigator (DSN) for Energy Efficiency and Utilities. The grant funds a regional project in Energy and Utilities focused on improving economic growth and global competitiveness both regionally and in the state of California. The DSN will lead the effort in Orange County to identify gaps in workforce knowledge, education, and training with special attention to issues associated with grid automation. The effort will move to fill the gaps for the incumbent workforce, facilitate revision of university and college curriculum to address the gaps, and facilitate development of a public school program to raise awareness of the role of electric utilities in the 21st century.

STATUS

IVC is prepared to lead the dialogue around the growth and development of the electrical utility industry to prepare students in current and emerging technological careers. The Grant Application Abstract and Grant Face Sheet are presented in Exhibit A. The performance period is from September 10, 2013 through June 30, 2014. This project may be eligible for renewal contingent upon successful completion of project goals, objectives, and outcomes.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award (EXHIBIT A) of \$300,000 from the CCCCCO for the Deputy Sector Navigator Energy Efficiency and Utilities grant, RFA No. 13-160-004.

Item Submitted By: *Dr. Glenn R. Roquemore, President*
Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: IRVINE VALLEY COLLEGE

() GRANT APPLICATION ABSTRACT
(X) GRANT ACCEPTANCE ABSTRACT
() GRANT RENEWAL ACCEPTANCE ABSTRACT
() REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** Deputy Sector Navigator Energy & Utilities Grant
2. **PROJECT DIRECTOR:** Randy Heuser
3. **PROJECT ADMINISTRATOR:** David Gatewood
4. **GRANTOR AGENCY:** California Community Colleges Chancellor's Office
5. **FUNDING SOURCE:** Economic and Workforce Development
6. **STARTING AND ENDING DATES OF THE PROJECT:** 10/01/13 – 6/30/14

7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**


The Deputy Sector Navigator will lead the effort to identify gaps in workforce knowledge, education and training with special attention to issues associated with grid automation. The effort will move to fill the gaps for the incumbent workforce, facilitate revision of university and college curriculum to address the gaps, and facilitate development of a public school program to raise awareness of the role of electric utilities in the 21st century.

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$288,462.00	\$209,575.00	\$11,538.00	\$300,000.00

9. **APPROVALS**


Division/School Dean

 8/28/13
Vice President of Instruction/Students


President


Vice Chancellor, Technology & Lrng Serv

Chancellor

EXPENDITURES SUMMARY

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ 6,000.00	\$	
2000 Classified Salaries	\$ 108,080.00	\$	
3000 Benefits	\$ 48,124.00	\$	
4000 Supplies	\$ 7,358.00	\$	
5000 Contracted Services and Other Expenses	\$ 118,900.00	\$ 149,575.00	
6000 Capital Outlay	\$ 0	\$ 60,000.00	
7000 Other Charges (e.g.: Indirect Costs)	\$ 0	\$	
TOTALS	\$ 300,000.00	\$ 209,575.00	

*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Project Director	[X]	[]	[X]	[]
2. Project Technician	[]	[X]	[X]	[]
3.	[]	[]	[]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location OC Community Colleges

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit
			•Financial

Partnership Name/Location OC/Cal Energy Companies

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit
			•Financial

**THIS FORM MAY NOT BE REPLICATED
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges Chancellor's Office - 6870	DISTRICT USE ONLY	
	District (Grantee): <u>South Orange County CCD</u>	
	College: <u>Irvine Valley College</u>	
Grant Agreement		
Workforce and Economic Development Division Deputy Sector Navigator: Energy Efficiency & Utilities RFA # 13 - 160	BOG-CCCCO USE ONLY	
	Grant Agreement No.: 13 - 160 - 004	
	Funding Fiscal Year <u>2013-14</u> Total Amount Encumbered : \$ <u>300,000</u>	

This grant is made and entered into, by and between, the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/12 and II, Rev. 11/12), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from September 10, 2013 to June 30, 2014. The Final Report must be submitted within 60 days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

GRANTEE

Project Director: Randy Heuser	Total Grant Funds Requested: \$ <u>300,000</u> Total Match Funds, (if applicable): \$ <u>209,575.00</u>
Signature, Chief Executive Officer (or authorized Designee)	
Date:	
Print Name/Title of Person Signing:	District Address: 28000 Marguerite Parkway Mission Viejo, CA 92692

STATE OF CALIFORNIA

Project Monitor: Laura Casillas	Agency Address: 1102 Q Street, Suite 4554 Sacramento, CA 95811-6539				
Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
6870 - 101 - 0001 (17)	3235 - 751 - 23505	20	2013	2013-14	\$ 200,000
- - 0001	3235 - 751 -			2013-14	\$ 100,000
Total Amount Encumbered : \$					300,000

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:

Signature, Executive Vice Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:
Steve Bruckman, Executive Vice Chancellor

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Sub-Award Grant Acceptance from the University of Central Florida

ACTION: Approval

BACKGROUND

Irvine Valley College (IVC) has received a sub-award from the Center for Research and Education in Optics and Lasers (CREOL) at the University of Central Florida to support the National Center for Optics and Photonics Education (OP-TEC) infrastructure and IVC's Two-Year Photonics Technology Program; support development and test of new OP-TEC initiatives; and support the recruitment and growth of new photonics colleges in the Western U.S. As a National Science Foundation (NSF) grantee, OP-TEC is committed to identifying and training new photonics technicians utilizing over 30 two-year partner colleges. As an NSF grantee and an OP-TEC partner college, IVC shares the commitment to identify and train photonics technicians. Training focuses on education in lasers, optics, cameras, and other photonics technology. Support is provided for curricula, assessment, faculty development, and recruiting.

STATUS

Irvine Valley College ATEP has been selected to serve as a "regional cluster" by OP-TEC. In addition to the curriculum and materials support provided by OP-TEC, IVC ATEP has received a sub-award, as presented in Exhibit A, in the amount of \$20,000 to assist in implementing this program. The agreement's performance period is September 1, 2013 through August 31, 2014. This sub-award is renewable, subject to satisfactory performance for 2013-14.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the University of Central Florida sub-award (EXHIBIT A) for \$20,000.

Item Submitted By: *Dr. Glenn R. Roquemore, President*

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services


**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: IRVINE VALLEY COLLEGE**

☐ GRANT APPLICATION ABSTRACT
☒ GRANT ACCEPTANCE ABSTRACT
☐ GRANT RENEWAL ACCEPTANCE ABSTRACT
☐ REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** National Center for Optics and Photonics Education
2. **PROJECT DIRECTOR:** Brian Monacelli
3. **PROJECT ADMINISTRATOR:** Lianna Zhao
4. **GRANTOR AGENCY:** University of Central Florida, (A National Science Foundation Award)
5. **FUNDING SOURCE:** Advanced Technological Education Program
6. **STARTING AND ENDING DATES OF THE PROJECT:** 9/01/2013-8/31/2014
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** Irvine Valley College (IVC) has received a sub-award from the Center for Research and Education in Optics and Lasers (CREOL) at the University of Central Florida to support the OP-TEC National Center Infrastructure and IVC's Two-Year Photonics Technology Program; support development and test of new OP-TEC initiatives; and support the recruitment and growth of new photonics colleges in the Western US. As a National Science Foundation (NSF) grantee, OP-TEC is committed to identifying and training new photonics technicians utilizing over 30 two-year partner colleges. As an NSF grantee and an OP-TEC partner college, IVC shares the commitment to identify and train photonics technicians. Training focuses on education in lasers, optics, cameras, and other photonics technology. Support is provided for curricula, assessment, faculty development, and recruiting.
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$20,000.00	\$	\$	\$20,000.00

9. **APPROVALS**

 8/27/2013
Division/School Dean

 8/28/13
Vice President of Instruction/Students


President


Vice Chancellor, Technology & Learning Services

Chancellor

EXPENDITURES SUMMARY

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ <u>4,500.00</u>	\$ _____	_____
2000 Classified Salaries	\$ <u>12,151.00</u>	\$ _____	_____
3000 Benefits	\$ <u>1,849.00</u>	\$ _____	_____
4000 Supplies	\$ <u>0.00</u>	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>1,500.00</u>	\$ _____	_____
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
TOTALS	\$ <u>20,000.00</u>	\$ _____	_____

*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Photonics Faculty	[]	[X]	[]	[X]
2. Administrative Support	[]	[X]	[X]	[]
3.	[]	[]	[]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location _____

- | | | | |
|---|---|---|--|
| <ul style="list-style-type: none"> •Retail •Hospitality | <ul style="list-style-type: none"> •Technology •Health Care | <ul style="list-style-type: none"> •Real Estate Public •Manufacturing | <ul style="list-style-type: none"> •Public: City, Education, Municipalities •Charitable Non-Profit •Financial |
|---|---|---|--|

Partnership Name/Location _____

- | | | | |
|---|---|---|--|
| <ul style="list-style-type: none"> •Retail •Hospitality | <ul style="list-style-type: none"> •Technology •Health Care | <ul style="list-style-type: none"> •Real Estate Public •Manufacturing | <ul style="list-style-type: none"> •Public: City, Education, Municipalities •Charitable Non-Profit •Financial |
|---|---|---|--|

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Sciences Building Architectural Services:
Amendment No. 6 for Increased Services

ACTION: Approval

BACKGROUND

On November 17, 2008, the Board of Trustees approved hiring Dougherty and Dougherty Architects, LLP for the Irvine Valley College Life Sciences Building project for \$1,080,310. The original agreement provided for additional services, if necessary. Amendments for \$237,298 were previously approved for a total contract amount of \$1,317,608 including an extension of services to August 2013 to address contractor delay.

STATUS

The completion contractor forecasts that the new project completion date will extend two additional months to October 2013. The architect has agreed to extend construction administration services for this period applying the existing monthly fee of \$15,433 for a total increase of \$30,866.

The original contract contained a provision for the architect's reimbursable expenses in addition to the compensation for basic services. This reimbursable amount, \$16,137, was not included in the request to the Board for the original contract approval and the architect requires compensation for reimbursable expenses.

Staff recommends approval of this contract amendment (EXHIBIT A) for \$47,003 for a new contract total equaling \$1,364,611. Staff will include additional costs related to project extension in negotiations with the surety.

Funds for these services are available in the project budget which is \$17,410,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 6 (EXHIBIT A) in the amount of \$47,003 with a two month time extension with Dougherty and Dougherty Architects, LLP for the Irvine Valley College Life Sciences Building for a total fee of \$1,364,611.

**AMENDMENT No. 6
TO ARCHITECTURAL SERVICES AGREEMENT
FOR LIFE SCIENCES BUILDING PROJECT
AT IRVINE VALLEY COLLEGE**

September 24, 2013

THIS AMENDMENT shall modify the original agreement dated November 18, 2008, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Dougherty and Dougherty Architects, LLP, 3194 Airport Loop Road, Costa Mesa, CA 92626-3405, hereinafter referred to as "ARCHITECT."

WHEREAS, Article III of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, the contractor did not complete the contract within the scheduled timeframe; and

WHEREAS, the scope of the construction administration services has been extended from August 14, 2013, to October 31, 2013; for an increase of \$30,866; and

WHEREAS, the original Board approval of the agreement did not incorporate the cost of project reimbursables in the amount of \$16,137;

NOW, THEREFORE, the Parties agree to modify the original agreement as follows:

ORIGINAL CONTRACT AMOUNT:	\$1,080,310
Amendment No. 1:	19,500
Amendment No. 2:	6,000
Amendment No. 3:	3,450
Amendment No. 4:	115,750
Amendment No. 5:	92,598
Amendment No. 6:	<u>47,003</u>
REVISED CONTRACT AMOUNT:	\$1,364,611

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
Dougherty and Dougherty Architects, LLP

By: _____
Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

By: _____
Brian Paul Dougherty
Owner

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Life Sciences Building: Computer Equipment and Related Devices

ACTION: Approval

BACKGROUND

On November 17, 2008, the Board approved hiring Dougherty and Dougherty Architects, LLP as the design architect for the Irvine Valley Life Sciences Building project. Their contract included design and selection of the furniture and equipment. Dougherty and Dougherty Architect, LLP met with district and college staff for 6 months from January 2013 through June 2013 to define the college staff's furniture and equipment needs. The equipment budget was referenced and maintained throughout this process.

Pursuant to Public contract Code section 10298, the District can utilize contracts awarded by the California Department of General Services. District staff has determined that contracts awarded by the Western States Contracting Alliance and which have California Department of General Services participating addendums meet the needs of the District, including Irvine Valley College's Life Sciences Building Project. In addition, California Public Contract Code, Section 20652, allows a community college district to acquire equipment by utilizing an existing contract of another public entity.

STATUS

Contracts for Cisco Systems, Inc., Dell Marketing LP, and Xerox Corporation listed in EXHIBIT A are available for review in the Facilities Planning and Purchasing Department. District staff has reviewed the terms and conditions of the contracts, along with the prices which were discounted for the District, and finds it in the best interest of the District to use these contracts.

Total cost of the computer related equipment for the Life Sciences Building will not exceed \$400,000 of the \$802,000 Furniture, Fixture and Equipment budget. Approximately \$725,000, or approximately 90% of the funding, is expected to be reimbursed through the State equipment allowance. The remainder, \$77,000, will be provided by the District basic aid match.

Funding for the project is available through the approved project budget of \$7,468,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the use of the listed contracts (EXHIBIT A) for computer related purchases pursuant to the conditions of the various agreements. The approval applies to purchases made within the terms of the agreements and is contingent upon verification of the availability of funds for each purchase. Costs for the computer related expenditures at the Life Sciences Building will not exceed \$400,000.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor Business Services*

IVC Life Sciences Building
Computer Equipment and Related Devices Contracts
9/23/2013

Exhibit A
Page 1 of 1

Vendor	Contract Type	Contract Number	DGS Contractor Number	Contract Expiration	Demonstrated Savings		Authorized Reseller
					List Price	Discounted Price	
Cisco Systems, Inc.	WSCA*	AR-233	7-08-70-13	5/31/2014	100%	52.5-65%	CDWG
Dell Marketing L.P.	WSCA*	B27160	B27160	8/31/2014	\$1,369/ea	\$787/ea	Dell Marketing L.P.
Dell Marketing L.P.	WSCA*	B27160	B27160	8/31/2014	\$8,921/ea	\$5,530/ea	Dell Marketing L.P.
Xerox Corporation	WSCA*	1715	7-09-36-06	7/30/2014	\$25,245	\$10,903	Xerox Corporation

*WSCA = Western States Contracting Alliance

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: ATEP: Site Foundation and Infrastructure Demolition, Change Order No. 1

ACTION: Approval

BACKGROUND

On June 25, 2007, the Board of Trustees approved funding from basic aid for ATEP Demolition. On April 29, 2013, the Board of Trustees approved U.S. Demolition, Inc. as contractor for the ATEP Site Foundation and Infrastructure Demolition project in the amount of \$1,350,006.

STATUS

EXHIBIT A describes the required modifications contained in Change Order Requests (COR) No. 1. Approval of this COR will result in an increase of \$115,364 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$1,465,370.

Funds are available within the approved project budget which is \$7,000,000. Other costs covered by this project budget include additional demolition phases, architectural fees, inspections, and testing.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 1 (EXHIBIT A) for ATEP Site Foundation and Infrastructure Demolition, Inc. and authorize staff to execute the corresponding change order with the U.S. Demolition, Inc. which will result in an increase of \$115,364 in the total project cost. The revised total contract amount is \$1,465,370.

ATEP Site Foundation and Infrastructure Demolition

EXHIBIT A

Board Change Order #1

September 23, 2013

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO #1 COR Total	REVISED CONTRACT AMOUNT
14	General Contractor	U.S. Demolition, Inc.		\$1,350,006.00	\$0.00	\$115,364.00	\$1,465,370.00
			TOTAL	1,350,006.00			1,465,370.00

COR No.	Date	Description	Requested	Status	Amount
1	8/30/2013	Bldg. 132 & 134: Remove grade beam, Bldg. 5 & 300: Remove basement and backfill, Bldg. 184: Remove underground insulation	District	reviewed	\$52,140.00
5	9/4/2013	Remove trees	District	reviewed	\$2,450.00
6	9/4/2013	Building 177, 227, & 539: Removal of grade beams	District	reviewed	\$60,774.00
		Total these change order requests			\$115,364.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Renewal of Microsoft Campus Agreements for District-wide Microsoft Software Use

ACTION: Approval

BACKGROUND

Microsoft software products are used extensively throughout the district. The licensing agreement is renewed annually through an agreement with the Foundation for California Community Colleges (FCCC).

STATUS

District Services IT staff recommends the renewal of the Microsoft Campus Licensing Agreements through the agreement with FCCC and with ComputerLand of Silicon Valley. The Agreements are available for review in the Facilities Planning and Purchasing Department. The total purchase price of the annual Microsoft Campus Agreement for both Colleges and the District is not to exceed \$135,000.

Funds for this license renewal are available through general fund accounts.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the annual renewal of the software licensing agreements for the district-wide Microsoft Software Licensing, for FY 2013-2014, with ComputerLand of Silicon Valley, at a cost not to exceed \$135,000.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Resolution No. 13-31 to Close County Treasury Fund 72 for the Retiree (OPEB) Trust

ACTION: Approval

BACKGROUND

In April, 2008, the District established an irrevocable trust account for the retiree benefits liability. Fund 72 was set up in the District finance system to account for the activities of the trust. In May, 2008, the board approved a resolution to establish a Retiree (OPEB) Trust Fund in the County Treasury in case there was a need to hold funds temporarily before going into the actual trust fund.

Funding for the retiree benefits liability has been deposited directly into the trust account managed by Benefits Trust Company. Reports on the trust are presented to the Board on a monthly basis.

STATUS

The fund set up in the County Treasury has not been utilized and no funding has ever been deposited into it. All funds for the trust are deposited and accounted for in the actual trust account managed by Benefits Trust Company. Therefore, since the County Treasury fund is not being utilized, it should be closed.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-31 as presented in EXHIBIT A to close the Retiree (OPEB) Trust Fund 72 at the County Treasury.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

RESOLUTION 13-31

Close County Treasury Fund 72 for the Retiree (OPEB) Trust

WHEREAS, the District has determined that the Country Treasury Fund 72 for the Retiree (OPEB) Trust is no longer an active fund.

NOW, THEREFORE, BE IT RESOLVED that the Country Treasury Fund 72 for the Retiree (OPEB) Trust be closed as of **September 30, 2013**.

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on September 23, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 24th day of September 2013.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Transfer of Budget Appropriations
ACTION: Ratify

BACKGROUND

Title 5, California Code of Regulations, Section 58199 requires the Board of Trustees to approve, by a two-thirds (2/3) vote of its members, all transfers of funds from its contingency reserve to any expenditure classification, and ratify, by a majority vote, all transfers of funds between expenditure classifications other than that originating from the Contingency Reserve.

STATUS

For the current reporting period ending August 31, 2013, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the Transfer of Budget Appropriations as detailed in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 08-01-13 to 08-31-13

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
2000	Classified Salaries	\$17,100	
4000	Books and Supplies		\$368
5000	Other Operating Expenses & Services	\$59,448	
6000	Capital Outlay		\$77,280
7000	Other Outgo	\$1,100	
Total Transfers - General Fund		<u>\$77,648</u>	<u>\$77,648</u>
 Total Transfers		 <u>\$77,648</u>	 <u>\$77,648</u>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Gifts to the District and Foundations

ACTION: Approval

BACKGROUND

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees “receives and administers gifts to the District.” The division/school or office within the college receiving the donated item reviews all gifts.

STATUS

The gifts listed on EXHIBIT A have been reviewed by the appropriate district and college officials and have been determined to be of benefit to the receiving location.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the donation(s) to the District and/or the Foundations listed on EXHIBIT A and further direct that its appreciation be appropriately conveyed to the donor(s).

DONATIONS
September 23, 2013

IRVINE VALLEY COLLEGE

Gift	Donated By:
Various expenses for Forensics Team	Gary Rybold
Costumes and Supplies	Piper Fahney
Various Equipment for Life Science Building	Dr. Kathy Schmeidler
Sheet Music	Patricia Campbell
Flowers for Guest Soloists	Nicole Nelson
Supplies for Music Department	Dr. Stephen Rochford
50 Concert/Piano Reduction for French Horn	Robert Rude
4 Ticket Vouches	Dodgers Stadium
4 Rounds of Miniature Golf	Boomers
10 Guest Checks of \$6.50 each	In-n-Out Burgers
2 Free Child Tickets	Legoland
3 Power Card Vouchers at \$15 each	Dave & Busters
5 Game Passes at \$12 each	Irvine Lanes
2 Museum Passes	Bowers Museum
Flashdrive Flashlights	Beep Cloclough
Toys	Michelle Scharf
Gift Card & Toys	Gwendoline Chien
Toys	Vince Cooper

DONATIONS
September 23, 2013

Toys	Diana McCullough
Gift Cards (Value \$250)	Karen Kobzeff
Gift Cards (Value \$100)	Mary Rominger
Gift Cards (Value \$50)	Sharon Louie
Gift Cards (Value \$100)	Steve Lee
Gift Cards (Value \$75)	Heather Whitecotton
Gift Cards (Value \$760)	Jerry Rudmann
125 cubic yards of Sand	Anonymous
Various Equipment for Physical Science-Electronics Department	Matt Lucas

SADDLEBACK COLLEGE

Gift	Donated By:
28 Hardback and 51 Paperback Books	Joel M. Levine
Lester Concert Grand Piano	Bonnie Teder

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Purchase Orders/Confirming Requisitions

ACTION: Approval

BACKGROUND

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, commencing with Sections 85230, purchase orders/confirming requisitions, and purchase change listings are submitted for approval of the Board of Trustees.

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-01131 through P14-01518 amounting to \$8,219,669.05 are submitted to the Board of Trustees for approval. Confirming requisitions dated August 7, 2013 through September 3, 2013 totaling \$2,411,657.54 are also submitted.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the purchase orders/confirming requisitions listed in EXHIBIT A.

Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01131	VWR INTERNATIONAL, INC.		Microbiology supplies	1,157.82
P14-01132	CR&R		Trash collection services	8,667.00
P14-01133	CR&R		Roll-away bin services	4,740.00
P14-01134	CR&R		ATEP trash collection services	2,000.00
P14-01135	AIR CLEANING TECHNOLOGY		Maintenance for exhaust system, Culinary Lab	2,200.00
P14-01136	ZARA DISTRIBUTION		Calibration gases	207.36
P14-01137	CAMPUS CONCERTS		Contracted musicians	5,000.00
P14-01138	BATTERY SYSTEMS ANAHEIM		Cart batteries	2,040.68
P14-01139	PEP BOYS		R134a (freon)	186.44
P14-01140	W. W. GRAINGER		Auto shop supplies	971.11
P14-01141	AHIMA		AHIMA virtual lab	4,150.00
P14-01142	GRACE TRAINING SUPPLY		Grace kits for Nursing	16,345.36
P14-01143	CALLAWAY GOLF SALES COMPANY		Women's Golf Team balls SC athletics	1,170.78
P14-01144	RIDDELL AMERICAN SPORTS CORP		Football team uniform/helmet supplies	108.34
P14-01145	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		SC Student Health water bottles	439.20
P14-01146	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		SC student health flashlight	340.40
P14-01147	ORANGE COUNTY REGISTER		Public notice ad for budget	182.00
P14-01148	WELLS FARGO #3317		French DVD for language lab SC	25.57
P14-01149	CEREBELLUM CORP.		French DVD Superpack SC Lib.	189.89
P14-01150	HORIZON		Grounds supplies	3,002.40
P14-01151	GOENGINEER, INC.		Renewal of Solidworks subscription	3,127.50
P14-01152	CROWN FENCE		Install pedestrian gate by baseball field	1,574.00
P14-01153	UNITED INTERIORS		Installation expense for wall unit	263.41
P14-01154	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Monitoring mold remediation in BGS 3rd floor	1,250.00
P14-01155	ALLSTAR AWARDS		IVC Bus. name badges	65.82
P14-01156	MAIN GRAPHICS		Business cards - M. Scharf IVC	37.80
P14-01157	VISTA PAINT		Soccer paint supplies	1,690.20
P14-01158	RESERVE ACCOUNT PITNEY BOWES		Funds for postage	30,000.00
P14-01159	DAVID PUFAHL dba NEW VISION CO NSTRUCTION		Rebuild and install cabinets	1,043.25
P14-01160	YALE/CHASE EQUIPMENT AND SERVICES, INC		People Mover cart for Performing Arts SC	22,296.60
P14-01161	HERCULES PORTABLE POWER, INC.		Generator maintenance services	8,500.00
P14-01162	HITT MARKING DEVICES, INC.		Nameplates/Stamp IVC Police	154.78
P14-01163	JULIUS A. IBANEZ		Consultant agreement for PM Med. Director	3,000.00
P14-01164	MAGNUS HEALTH, LLC.		Pay in advance Web access/IVC Athletic trainers	2,500.00
P14-01165	W. W. GRAINGER	IVC Warehouse	Air compressor repair parts	179.73
P14-01166	HAIR CALIFORNIA BEAUTY ACADEMY		For academic year 2013-2014	400,000.00
P14-01167	A & W ELECTRIC MOTOR SERVICE, INC.		Repair motor	4,122.60

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01168	HARDY DIAGNOSTICS		Purchase of media/bacteria supplies	1,080.00
P14-01169	SO. ORANGE CO. COMM. COL. DIST		Reimburse property and liability claims	100,000.00
P14-01170	SO. ORANGE CO. COMM. COL. DIST WORKERS COMPENSATION		Reimburse workers' compensation claims	74,000.00
P14-01171	SOURCE GRAPHICS		Renewal of maintenance contract for Kips 3000	1,458.00
P14-01172	WELLS FARGO #2078		Student registration cc processing fees: Shift 4	10,000.00
P14-01173	BRAVO SIGN & DESIGN		Signs for Online Learning Center	4,980.00
P14-01174	MAIN GRAPHICS		Business cards/Bus Sci faculty	41.30
P14-01175	SPORTS FIELD INSTALLATION		Installing electrical conduits at football stadium	4,000.00
P14-01176	UNITED RENTALS		Lift rental	1,279.10
P14-01177	HILLYARD FLOOR CARE SUPPLY		Floor cleaner	296.51
P14-01178	HARPER'S BAZAAR		Magazine subscription	12.00
P14-01179	FISHER SCIENTIFIC		Supplies - personal protective equipment	5,308.73
P14-01180	ORANGE COUNTY REGISTER		Bid Ad 7/10&17/13 Bid 2011 HS Wet Seal	1,974.00
P14-01181	AIRGAS WEST		Black flex battery cable	563.50
P14-01182	ARS ENTERPRISES		Preventive main. service for autoclaves	3,201.50
P14-01183	DICK BLICK COMPANY		Physics supplies - graphite pencils	29.46
P14-01184	PACIFIC PARKING SYSTEMS, INC.		Credit card readers	1,329.80
P14-01185	WELLS FARGO #3317 (DISTRICT)		2013-2014 GreenFax/Meixler high volume faxing	300.00
P14-01186	CULLIGAN WATER CONDITIONING		2013-2014 Culligan water softener services	710.40
P14-01187	MC KESSON GENERAL MEDICAL CORP		Flu shots	1,026.60
P14-01188	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		iPad 2	433.92
P14-01189	DELL MARKETING		Dell Quadro K4000 software	19,398.79
P14-01190	SEHI PROCOMP COMPUTER PRODUCTS		Printer for Nursing	141.00
P14-01191	HITT MARKING DEVICES, INC.		Name badges for Paramedic students	629.95
P14-01192	W. W. GRAINGER		HVAC sensors for ultrasonic flow meter	3,258.14
P14-01193	MAIN GRAPHICS		Dean Gatewood business cards	47.20
P14-01194	EDUCATIONAL MAPS AND GLOBES		BGS FIRE: SUPPLIES/WALL MAPS/ROLLER SYSTEM	1,030.32
P14-01195	KIMBALL OFFICE C/O UNITED INTE RIORS		Office wall unit	817.28
P14-01196	WELLS FARGO #3317 (DISTRICT)		Talx Corporation - employment verification	300.00
P14-01197	GQ		Magazine subscription	23.97
P14-01198	ALLURE		Magazine subscription	12.00
P14-01199	ESSENCE		Magazine subscription	15.00
P14-01200	LUCKY		Magazine subscription	19.97
P14-01201	SELF		Magazine subscription	16.00
P14-01202	SEW NEWS		Magazine subscription	23.98
P14-01203	PADHRAIC SMYTH		Consultant agreement - predictive analytics	20,000.00
P14-01204	ESCAPE TECHNOLOGY, INC.		Escape maintenance renewal y/c	72,450.00

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01205	McMASTER CARR SUPPLY COMPANY		Physics supplies - plate capacitor materials	30.22
P14-01206	GRACE TRAINING SUPPLY		Supplies for Nursing	170.16
P14-01207	STUDICA, INC.		Autodesk Building Design Suite renewal	3,500.00
P14-01208	MYERS TIRE SUPPLY		Transportation supplies	310.06
P14-01209	SAN DIEGO BUSINESS JOURNAL		San Diego Business Journal subscription	89.00
P14-01210	BENEFIT TRUST CO AS TRUSTEE FO R SOCCCD FUTURIS PUBLIC		Fund retiree health benefits liability	3,389,912.76
P14-01211	SchoolOutfitters.com		Instructional equip - Fine Arts	4,450.56
P14-01212	JAMES HOWARD CO.		Equip-Fine Arts easels/drawing horses	12,894.04
P14-01213	MC KESSON GENERAL MEDICAL CORP		Medical supplies	15.55
P14-01214	POCKET NURSE ENTERPRISES, INC.		Supplies for Nursing	483.21
P14-01215	MC KESSON GENERAL MEDICAL CORP		Supplies for Nursing	2,003.80
P14-01216	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		Photo ID cards for Campus Police	613.20
P14-01217	AMY HUNTER		Supplies for Perf. Arts operations	300.00
P14-01218	ELECTRONIX EXPRESS		Eye wash station & extra board for rework kit	245.96
P14-01219	CITY OF MISSION VIEJO		Graduation facility for paramedic class 71	210.00
P14-01220	BULBTRONICS		Lighting supplies for PA Operations	2,000.00
P14-01221	TOWN & COUNTRY GLASS		Replace broken guardrail glass	1,425.00
P14-01222	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH		OC Health Care Agency annual fee	366.00
P14-01223	QUINN RENTAL SERVICES		Lift rental	1,305.32
P14-01224	SEHI PROCOMP COMPUTER PRODUCTS		HP LaserJet Pro 400 Printer SC IT	319.20
P14-01225	C.E.M. LAB CORP. CIVIL ENGINEE RING MATERIAL LAB		Geotechnical Cnsltnt Services	3,500.00
P14-01226	SOCCCD REVOLVING FUND		Escrow and Title Fees - ATEP land exchange	34,760.00
P14-01227	SIMS-ORANGE WELDING SUPPLY		2013-2014 Gas & Supplies	500.00
P14-01228	FISHER SCIENTIFIC		Instructional Supplies for 2013-2014	1,000.00
P14-01229	SIGMA-ALDRICH CHEMICAL CO.		Instructional Supplies for 2013-2014	1,000.00
P14-01230	ANTIMITE TERMITE & PEST CONTROL		ATEP annual maintenance: bug control	845.00
P14-01231	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Student supplies - patterns	142.50
P14-01232	NUUN NATURAL HYDRATION		Women's tennis supplies	220.90
P14-01233	BSN SPORTS		Baseball team hats	2,426.54
P14-01234	SPORTS WAREHOUSE TENNIS WAREHO USE		Women's tennis supplies	822.59
P14-01235	R2A ARCHITECTURE		BGS FIRE: ARCHITECTURAL SERVICES	5,600.00
P14-01236	XEROX CORPORATION		2013-2014 lease for Xerox WorkCentre 7775	11,217.60
P14-01237	CAROLINA BIOLOGICAL SUPPLY		Fungi for Biology labs	121.34
P14-01238	ARS ENTERPRISES		Parts for PM service of the autoclaves	600.03

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01239	MIKE BROWN GRANDSTANDS, INC.		2013-2014 baseball bleacher seating	9,000.00
P14-01240	CABLEMASTERS, A DIVISION OF AL OHA ISLAND CABLE INC		District-wide fiber cabling survey services	80,000.00
P14-01241	PYRO-COMM SYSTEMS		BGS FIRE: SYSTEM BACKUP DATA	295.00
P14-01242	HAITBRINK ASPHALT PAVING, INC.		Restripping	1,160.00
P14-01243	VENTEK INTERNATIONAL		Transaction fee on parking permit machines	2,234.00
P14-01244	LEE ARMSTRONG CO.		Replace flooring in SM-363	895.00
P14-01245	CAPP ASSOCIATES, INC. COMPUTER IZED ASSESSMENT AND		2013-2014 Assessment/Placement Software Renewal	3,600.00
P14-01246	DICK BLICK COMPANY		SC Photo Class Supplies-Poly Envelopes	626.94
P14-01247	GOLF TEAM PRODUCTS		women's golf supplies	2,446.20
P14-01248	NUUN NATURAL HYDRATION		men's tennis supplies	220.90
P14-01249	EASTBAY TEAM SPORTS		men's and women's tennis supplies	1,732.22
P14-01250	PROSHRED OF ORANGE COUNTY		Data destruction services	888.00
P14-01251	EASTBAY TEAM SPORTS		Beach Volleyball class balls	188.25
P14-01252	EASTBAY TEAM SPORTS		M/W XC/Track '13/'14 Fill in singlets/tanks/shorts	983.79
P14-01253	SEHI PROCOMP COMPUTER PRODUCTS		SC Fine Arts Supplies-Toner	187.86
P14-01254	DIRECT SYSTEMS SUPPORT		Servers for CollegeSource Software	9,156.68
P14-01255	CDW-G COMPUTER CENTERS		CDW Captureperfect 3.0	65.83
P14-01256	WATERBOY SPORTS, INC.		Athletic Training Supplies	92.50
P14-01257	W. W. GRAINGER		Art Stools	92.77
P14-01258	HOME DEPOT MISSION VIEJO STORE #614		2013-2014 IT Dept/Server Room Hardware	1,000.00
P14-01259	TRUSTWAVE		PCI Compliance Validation Services Renewal	6,600.00
P14-01260	UNITED INTERIORS		Installation expense for TC&SP furniture	1,646.34
P14-01261	SOCOAST HIGHER EDUCAT. COUN. B RANDMAN UNIVERSITY		2013 - 2014 SCHEC Membership Dues	50.00
P14-01262	ORANGE COUNTY ELECTRIC, INC		Electrical work for Campus Police	2,820.00
P14-01263	PROAIR CONSTRUCTION SVCS. INC.		HVAC air duct modification at Campus Police	3,650.00
P14-01264	FARNOOSH SORAYA		FKCE Wkshp Trainer	240.00
P14-01265	JACQUELINE GOODE		FKCE Wkshp Trainer	240.00
P14-01266	MELISSA PRICHARD		FKCE Wkshp Trainer	180.00
P14-01267	RICHARD SNEED		Reimburse medicare premiums	1,300.00
P14-01268	B & H PHOTO		Bracket for board room plasma monitor	103.68
P14-01269	MICHAEL WOLF INTERIORS INC.		Shades	500.15
P14-01270	PASCO SCIENTIFIC		Physics supplies - usb/serial converters	299.37
P14-01271	CORPORATE BUSINESS INTERIORS		Cabinet lock	28.50
P14-01272	RICOH USA, INC.		2012-2013 Ricoh copier for District mailroom	926.42
P14-01273	WELLS FARGO #3317 (DISTRICT)		Refreshments HR/Financial/BPA project	5,940.00

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01274	S & B FOODS		Refreshments HR/Financial/BPA project	3,240.00
P14-01275	GALE SUPPLY COMPANY		Paper towel rolls 2013-2014 Chemistry classes	640.00
P14-01276	COMPONENTSOURCE		NetAdvantage for .NET renewal	4,355.36
P14-01277	SCANTRON CORPORATION		SC Lib. scantron test form	276.73
P14-01278	CORD COMMUNICATIONS		Reference books for CTE	520.26
P14-01279	BRUCE RADLOFF MEDICAL DISCOUNT		EMT class supplies	2,260.50
P14-01280	U.S. DEMOLITION, INC.		Bid 14 ATEP site foundation & infrastructure demo	1,350,006.00
P14-01281	UC REGENTS UCSD		SIO aquarium tour for MS20	550.00
P14-01282	UC REGENTS UCSD		Aquarium tour for fall MS4 class	400.00
P14-01283	PT & LT, INC. SIGNS BY CREATION UNLIMITED		Pole banners	4,856.00
P14-01284	MC KESSON GENERAL MEDICAL CORP		Medical supplies	730.14
P14-01285	FISHER SCIENTIFIC		Supplies - personal protective equipment	1,068.61
P14-01286	ORANGE CO. COMMERCIAL PRINTING		Payment for printing of the Wall Literary Books	6,036.00
P14-01287	McMASTER CARR SUPPLY COMPANY		Co-gen supplies	2,867.41
P14-01288	FISHER SCIENTIFIC		Gloves for program	67.60
P14-01289	B & H PHOTO		Card readers for Candice/Melinda/intern	101.93
P14-01290	NUB GAMES, INC.		Library software per Jenny Langrell	360.00
P14-01291	FISHER SCIENTIFIC		Supplies for program	526.10
P14-01292	FISHER SCIENTIFIC		Microbiology charts and microbank	174.75
P14-01293	KELLY PAPER		3 Part NCR paper IVC	26.23
P14-01294	SUNNY COMMUNICATIONS, INC.		Base station radio	396.00
P14-01295	PROAIR CONSTRUCTION SVCS. INC.		BGS FIRE: HVAC VAV BOX ISSUES	3,845.00
P14-01296	PROAIR CONSTRUCTION SVCS. INC.		BGS FIRE: DUCT REPLACEMENT	3,680.00
P14-01297	COMPUTERLAND OF SILICON VALLEY		Windows server 2012 licenses	1,820.00
P14-01298	LIFETIME MEMORY PRODUCTS, INC.	Bldg W/Com Arts	4 GB flash drives for students	621.00
P14-01299	ABEL ESQUIVEL		FKCE wkshp trainer	120.00
P14-01300	TRICIA TINER		FKCE wkshp trainer	1,440.00
P14-01301	NCMPR		Public Relations Org membership	450.00
P14-01302	UC REGENTS UCSD		Birch aquarium tour for Bio-19 fall semester	400.00
P14-01303	TROXELL COMMUNICATIONS, INC.		Altinex Audio Switchers	2,073.60
P14-01304	GRAYBAR ELECTRIC CO.		Annual electrical equipments	4,414.37
P14-01305	SCOTT, JARED		Piano tuner	2,500.00
P14-01306	ACCE C/O JAREK JANIO, SANTA ANA CLG		ACCE MEMBERSHIP 2013-2014	60.00
P14-01307	SITBETTER		Lab chair	189.00
P14-01308	PAYAM-E-ASHENA		Advertisement	3,000.00
P14-01309	NORTHWOOD HIGH SCHOOL		1/2 Advertisement	250.00
P14-01310	UNITED DIRECT MARKETING		Emeritus Newsletter Mailing Fall 2013	660.96

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01311	THE TRANE COMPANY SO. CA L.A.		Troubleshooting Chillers in PH4 & PH5	624.00
P14-01312	TRANE PARTS, SALES & SVC. HAITBRINK ASPHALT PAVING, INC.		Extending ADA parking areas	11,780.00
P14-01313	MAIN GRAPHICS		Business Cards IVC	34.56
P14-01314	CCCSCA FRESNO CITY COLLEGE		CCCSCA membership/M. & W. Soccer coaches	150.00
P14-01315	MAIN GRAPHICS		Business Cards for Faculty/Staff IVC Bus.Sci.	264.60
P14-01316	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Environmental Testing for Bookstore Removal	2,450.00
P14-01317	SO. COAST HIGHER EDUCAT. COUN. BRANDMAN UNIVERSITY		2013-2014 SCHEC Membership	50.00
P14-01318	TUSTIN LOCK & SAFE		Keys for chemistry lab lockers	400.00
P14-01319	PHOENIX BUSINESS MACHINES, INC		2013-2014 maintenance for DSPS copier KM	500.00
P14-01320	TALLEY, INC.		tone panels	785.15
P14-01321	SEHI PROCOMP COMPUTER PRODUCTS		HP Laser Jet Pro 400 M401N Printer	426.03
P14-01322	NSCAA COLLEGE SERVICES PROGRAM		NSCAA Membership/IVC Soccer programs	410.00
P14-01323	REAL VOLLEYBALL		volleyball carts	381.87
P14-01324	S & B FOODS CATERING DIVISION		Bridge 2 Engineering Prog- Food & Beverage	1,000.00
P14-01325	SHEILA FORSBERG		Consulting services	25,000.00
P14-01326	MARLYS GRODT		Consulting Services for Human Resources	10,000.00
P14-01327	WELLS FARGO #3317 (DISTRICT)		Earphones for EMT Skills SC HS	158.44
P14-01328	AMSTERDAM PRINTING & LITHO Att n: RICH O'BRIEN		SBS Calendar-day planner-Attachment SC	266.78
P14-01329	PARADIGM, INC.		Printing - misc. diplomas & certificates	79.53
P14-01330	SEHI PROCOMP COMPUTER PRODUCTS		Printer for accounting	825.13
P14-01331	F & E HEDMAN		Annual maintenance check signer	479.00
P14-01332	WELLS FARGO #3317 (DISTRICT)		USB switch boxes for lab classrooms SC Sci. Math.	32.38
P14-01333	NAT'L ASSO OF COLL/EMPLOYERS		NACE membership renewal	400.00
P14-01334	CALIFORNIA PLACEMENT ASSN C/O WILDA WALLACE		California Placement Assoc Membership 2013-14	100.00
P14-01335	BALANCED BODY		Sitting boxes for Pilates	1,327.50
P14-01336	MICHELLE JACKSON		Supplies for Perf. Arts operations	300.00
P14-01337	DIANE LEWIS		Supplies for Costume Shop	300.00
P14-01338	MICHAEL LOWELL MC CORMICK		Supplies for Shop Tools	300.00
P14-01339	DISH NETWORK Div of EchoStar S atellite		DISH Network	1,000.00
P14-01340	GAYLORD BROTHERS, INC.		Purchase instructional supplies	63.28
P14-01341	WARD'S NATURAL SCIENCE		Tube cultures	61.29
P14-01342	B & H PHOTO		Instructional equipment for Lariat	1,236.60
P14-01343	AT&T MOBILITY GOVERNMENT SALES		AT&T Wireless	350.00
P14-01344	BOB PARRETT CONSTRUCTION		Patch and paint LRC	811.00

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01345	MILLENNIUM BUSINESS SERVICES M arty Cohn		Window envelopes	426.60
P14-01346	AERA ENGINE REBUILDERS ASSN.	.	PRO-SIS maintenance renewal	436.00
P14-01347	GREENLEIGH & WONG TECHNICAL S ERVICE LLC	.	AV lamps	4,771.92
P14-01348	WESTMINSTER PRESS, INC.		Printing of Saddleback 2013-14 Catalog	7,020.00
P14-01349	WELLS FARGO #3317		Reference book for geology lab SC	85.32
P14-01350	DANA WHARF SPORTFISHING		Charter of "SumFun" for at-sea labs	2,400.00
P14-01351	SYNERGY SOFTWARE SOLUTIONS PRA TIK MODI		Software dev: MAP Upgrade, Degree Audit, SEP	207,480.00
P14-01352	DELL MARKETING	.	30 Optiplex 9010 desktop computers	36,223.98
P14-01353	BARBER & GONZALES CONSULTING G ROUP		Management Team Consultant - Steve Barber	11,500.00
P14-01354	SARS SOFTWARE PRODUCTS, INC.	.	SARS software maintenance renewal	6,660.00
P14-01355	KIMBALL OFFICE C/O UNITED INTE RIOR S		Furniture for TC & SP Division	10,606.03
P14-01356	BOB PARRETT CONSTRUCTION		BGS FIRE: REPAIR CEILINGS AND WALLS	13,766.00
P14-01357	FISHER SCIENTIFIC		Slide drying rack	172.85
P14-01358	SADDLEBACK BOOKSTORE - #296 FO LLETT HIGHER EDUCATION GROUP		Required textbooks for EOPS eligible students	56,904.00
P14-01359	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	.	MacBook Air	1,946.16
P14-01360	DELL MARKETING		Drum and toner for printer	291.57
P14-01361	ASICS AMERICA CORPORATION		Open PO for Asics America- for women's tennis team	4,500.00
P14-01362	PROAIR CONSTRUCTION SVCS. INC.		BGS FIRE: ROOFTOP UNIT & DUCT WORK	19,850.00
P14-01363	HARDY DIAGNOSTICS		Media for Microbiology	3,617.63
P14-01364	CLARITY EDUCATIONAL PROD., INC dba CLARITY FILMS	.	Library DVD per Jenny Langrell SC	333.60
P14-01365	RICOH USA, INC.	.	Blanket PO for supplies for Kodak EX125	1,000.00
P14-01366	CHEMSEARCH		13-14 FMO supplies	3,000.00
P14-01367	TOMARK SPORTS EQUIPMENT		Basketball nets	56.60
P14-01368	SYMPPLICITY CORPORATION		Symplicity 2013-14 invoice: Gaucho Jobs	3,377.50
P14-01369	CI SOLUTIONS, CARD INTEGRATORS CORPORATION	.	Police ID	777.50
P14-01370	SPORTS WAREHOUSE TENNIS WAREHO USE		Score keeper replacements for tennis courts	134.95
P14-01371	CINTAS CORPORATION		Shredding service for IVC bins	4,320.00
P14-01372	MAIN GRAPHICS	.	Printing IVC arts calendar	4,375.32
P14-01373	JOHNSON FLOORING, INC.		Upgrade and repair gym floor	4,900.00
P14-01374	EBERHARD EQUIPMENT		Transporting tractor to District warehouse/surplus	160.00
P14-01375	IRVINE VALLEY COLLEGE COMMUNIT Y EDUCATION	.	Service fee	632.00
P14-01376	SPORTS FACILITIES GROUP, INC.		Inspection & repair of gym's bleacher	3,070.00
P14-01377	HIGHER ONE INC.		2013-2014 debit card service fees	5,000.00
P14-01378	CCLC/CCCAA CONVENTION		CCCAA annual membership	6,750.00

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01379	HOLLANDER GLASS, INC.		SC EmeritusTakizawa material fees/blades /paper	121.81
P14-01380	DANIEL SMITH, INC.		Fernald - fee fased supplies/emmeritus 2013	184.57
P14-01381	3C4A C/O EVANS RODERICK		3C4A/N4CA membership for IVC Athletic Counselor	125.00
P14-01382	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		Administrative citation books IVC Police	1,093.82
P14-01383	WELLS FARGO #3317 (DISTRICT)		Wacom Bamboo Create Tablet IVC Bus Sci	3,935.52
P14-01384	PACIFIC COLLEGE TESTING		CTEP site license	1,296.00
P14-01385	SCANTRON CORPORATION		Annual maintenance/ scanner in Matriculation	897.00
P14-01386	INSTYLE		Magazine subscription	20.00
P14-01387	CAPP ASSOCIATES, INC. COMPUTER IZED ASSESSMENT AND		Create answer-scrambled version of math test	4,000.00
P14-01388	PEOPLE STYLEWATCH		Magazine subscription	21.89
P14-01389	VOGUE		Magazine subscription	24.00
P14-01390	COSMOPOLITAN		Magazine subscription	27.97
P14-01391	CCCADA ATTN: RANDY KANOE		CCCADA membership for K. Shackleford	100.00
P14-01392	SOURCE GRAPHICS		Supplies for photo/signage for David Kite	902.94
P14-01393	EUREKA CAREER INFO. SYSTEMS		Eureka site license contract '13-'14	2,133.00
P14-01394	DHARMA TRADING CO.		Costume supplies for FY13-14 theatre season	300.00
P14-01395	BOUNDLESS NETWORK		Pens/pencils SC Outreach	2,769.00
P14-01396	ANDREW MACK & SON BRUSH CO.		Paint brushes for scene painting FY13-14	300.00
P14-01397	LEXI-COMP INC		Contract service for Nursing	2,175.00
P14-01398	DICK BLICK COMPANY		Supplies for 13-14 academic shows	300.00
P14-01399	KAREN MC NULTY		Painting supplies for FY13/14 academic shows	500.00
P14-01400	CYNTHIA ROE		FKCE wkshp trainer	200.00
P14-01401	KENT S. MC FANN		Supplies for FY13/14 academic shows	500.00
P14-01402	INDUSTRIAL METAL SUPPLY CO.		Supplies for FY13-14 academic season	3,500.00
P14-01403	McMASTER CARR SUPPLY COMPANY		Supplies for FY13-14 theatre arts season	500.00
P14-01404	MICHAEL LOWELL MC CORMICK		Supplies and props for 13-14 academic shows	2,000.00
P14-01405	PRAXAIR		Welding supplies for FY13-14 season	1,000.00
P14-01406	DOUGLAS WESTLAKE		Piano tuning for Theatre Arts 13-14 season	150.00
P14-01407	TIM SWISS		Lighting and audio supplies for FY13-14 season	500.00
P14-01408	LOUIS & COMPANY		Materials for FY13-14 academic shows	500.00
P14-01409	THEATRE HOUSE, INC.		Costuming supplies 13-14 theatre arts season	350.00
P14-01410	PEPPER MUSIC COMPANY		Choral music	2,000.00
P14-01411	MAIN GRAPHICS		Piano brochures IVC FA	496.80
P14-01412	PIP PRINTING		Prof. Ventura/ J. Fritsen Workbook:100 ea SC	719.50

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01413	ORANGE CO. HEALTH CARE AGENCY ENVIRON/WAST MGMT SECT		OC Health Care environmental fee	277.00
P14-01414	BILL'S SWEEPING SERVICE, INC.		Sweeping service campus wide	1,320.00
P14-01415	CROWN FENCE		Installing bollards at Grounds Yard	1,606.00
P14-01416	U.S. POSTAL SERVICE ATTENTION: BULK MAIL		Postage for piano mailer	75.00
P14-01417	COMPENDIUM LIBRARY SERVICES		2013-2014 Desk Tracker subscription renewal	1,254.75
P14-01418	HIGHMARK		Chairs for EMS classroom	8,901.58
P14-01419	THE PATON GROUP		Maintenance contract renewal for UPrint & 768SST	7,925.28
P14-01420	CDW-G COMPUTER CENTERS		Backup power for dispatch center	450.46
P14-01421	HARDY DIAGNOSTICS		Supplies for program	972.43
P14-01422	ENTERTAINMENT PARTNERS	Bldg W/Com Arts	Lesson plan books for SC Film	139.49
P14-01423	PRESTO SPORTS, INC		Website hosting services	3,000.00
P14-01424	SEHI PROCOMP COMPUTER PRODUCTS		Replacement printer biology instructors/students	403.44
P14-01425	SEHI PROCOMP COMPUTER PRODUCTS		Multi-function printer for VCHR	781.86
P14-01426	SCHLAIFER'S ENAMELING SUPPLIES INC.		SC Emeritus/watercolors/copper/ceramics misc.	382.20
P14-01427	DISH NETWORK Div of EchoStar Satellite		Dish network service renewal	447.64
P14-01428	DICK BLICK COMPANY		Stonick fall fee based supplies/const. paper	348.08
P14-01429	DICK BLICK COMPANY		Turner fee based supplies/canvas/paper	490.59
P14-01430	ORANGE COUNTY REGISTER		Advertisement for OC Register Magazine	1,100.00
P14-01431	ORANGE CO. DEPT. OF EDUCATION		Courier for Dept. of Education	3,700.00
P14-01432	MINDIA GABICHVADZE	SC Science	Contracted services	2,833.32
P14-01433	WELLS FARGO #3317		Road kit for geology field trips SC	55.44
P14-01434	STATE OF CALIFORNIA DEPT. OF GENERAL SERVICES		State of CA elevator inspection fee	2,025.00
P14-01435	QUALITY OFFICE FURNISHINGS		Furniture for veterans office	1,421.83
P14-01436	CHRISTIAN HIRA NIMBLE CONSULTING		Database analysis, design & programming - IT	252,000.00
P14-01437	REDISQ TECHNOLOGIES		Software development consulting	110,880.00
P14-01438	MORITAKA KINA		Contract services	3,200.00
P14-01439	MARKET-BASED SOLUTIONS		Agreement to purchase emission credits	8,134.40
P14-01440	LINDSEY POLLAK		Produce webinars/Career Cafe	5,000.00
P14-01441	ATHENA COLLEGE OF BEAUTY		For academic year 2013-2014	475,000.00
P14-01442	AMERICAN TECHNOLOGIES, INC.		BGS FIRE: REMEDIATION OF BGS-359	5,850.00
P14-01443	CARL JONES		P.O.S.T Training/Perishable Skills Training	1,000.00
P14-01444	U.S. DATA TRUST CORPORATION		Continuous offsite data backup service: Vault Live	60,000.00
P14-01445	GOLDEN RAIN FOUNDATION LAGUNA WOODS VILLAGE		Clubhouse 3, LWV use for DGL Series HUM 204X	2,408.00
P14-01446	CCLC/CCCAA Attn: Rima Trotter		Annual membership renewal	9,725.00

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01447	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES		2013-2014 Student Right to Know subscription	7,800.00
P14-01448	VOLLEYHUT		VB F'13 game balls	436.60
P14-01449	WELLS FARGO #3317 (DISTRICT)		Versa products/Versatables.com	490.20
P14-01450	BRASSFINDERS, INC.		Stainless fire poles for "Footloose"	2,906.41
P14-01451	DIANE LEWIS		Costume supplies for FY 13-14 season	5,000.00
P14-01452	DUNN-EDWARDS CORPORATION		Paint supplies for FY 13-14 academic season	5,000.00
P14-01453	ROYAL PLYWOOD CO., LLC		Lumber supplies for FY 13-14 academic shows	6,000.00
P14-01454	FISHER SCIENTIFIC		Disposable lab coats for emergency	134.65
P14-01455	SCANTRON CORPORATION		Scantron forms for SC Sci. Math classes	224.06
P14-01456	TECHSMITH CORP		Camtasia-Snaggit-Morea licenses/support renewal	756.20
P14-01457	AVALON TENT & PARTY		Veterans ribbon cutting	196.56
P14-01458	HARLAND TECHNOLOGY SERVICES		Class Climate software maintenance renewal	8,412.00
P14-01459	BOB PARRETT CONSTRUCTION		Repair work at VP Office	4,945.00
P14-01460	DAVID PUFAHL dba NEW VISION CO NSTRUCTION		Prepare Outreach area	4,938.04
P14-01461	LABWEAR.COM		Lab coat	121.08
P14-01462	UNITED INTERIORS		Office relocation for Outreach and VP Office	1,275.75
P14-01463	WELLS FARGO #3317 (DISTRICT)		Emeritus fee based supplies/toner/dvd/cases	225.91
P14-01464	CCCWBCA MATT BORCHERT, TREASUR ER		CCCWBCA membership/IVC W. Basketball	200.00
P14-01465	VISTA PAINT		2013-2014 Art Galley supplies - paint	1,000.00
P14-01466	DEMCO INC.		IVC Lib. labels/tape/sleeves	193.14
P14-01467	TECHNICAL MAINTENANCE SUPPORT		Service/repair - HP Plotter Printers	1,000.00
P14-01468	CCCLGCA ATTN: DAVE NEER		CCCLGCA membership for IVC W. Golf coach	150.00
P14-01469	ATKINSON, ANDELSON, LOYA, RUU D & ROMO		Professional services for FY 2013-2014	600,000.00
P14-01470	CHRISTY WHITE ASSOCIATES		Auditing professional service	25,000.00
P14-01471	PARSONS BRINCKERHOFF, INC.		Labor Compliance consltnr agreement - ATEP Demo	2,500.00
P14-01472	UNITED INTERIORS		Office equipment for fiscal services	2,830.79
P14-01473	LOOMIS		Armored car service 2013-2014	8,400.00
P14-01474	HOME DEPOT MISSION VIEJO STORE #614		Supplies for academic shows FY13-14	5,000.00
P14-01475	RIDDELL AMERICAN SPORTS CORP		Football team supplies/helmet hardware	256.27
P14-01476	SHAREPOINT EXPERTS, INC.		SharePoint training for Web Dev	1,390.00
P14-01477	DELL MARKETING		Photo 964 All-In-One printer cartridges (Parisa)	104.62
P14-01478	U.S. DEMOLITION, INC.		Grading bond ATEP site foundation & inf demo	3,779.60
P14-01479	HOME DEPOT MISSION VIEJO STORE #614		2013-2014 Art Galley supplies	500.00

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01480	MARVAC ELECTRONICS		Football Communication Headset System	4,751.89
P14-01481	DICK BLICK COMPANY	.	IVC FA student wood chisel sets	271.00
P14-01482	HOME DEPOT MISSION VIEJO STORE #614	.	Student art supplies	100.00
P14-01483	AARDVARK CLAY AND SUPPLIES		Turner fee based materials/glaze	375.15
P14-01484	PC-KITS EXERCISE SOFTWARE		Perkins Grant/Orthopedic Package	225.49
P14-01485	STATE OF CALIFORNIA/PARKS AND RECREATION		Facility fee for volleyball class	475.00
P14-01486	EXPEDEON INC.		To obtain protein stain for Bio 94	175.82
P14-01487	SERVICE SOLUTIONS GROUP		Dishwasher repair	510.20
P14-01488	HOME DEPOT MISSION VIEJO STORE #614		2013-2014 art supplies	600.00
P14-01489	KNORR SYSTEMS, INC.		Annual pool supplies	42,459.00
P14-01490	CP LAB SAFETY		To obtain chemical waste containers	404.70
P14-01491	BATTERIES PLUS, #440 LAKE FORE ST STORE	Bldg W/Com Arts	Batteries for student use	49.77
P14-01492	HIRSCH PIPE & SUPPLY		Bid R-00751 - Plumbing supplies	4,444.47
P14-01493	IRVINE PIPE & SUPPLY		Bid R-00751 - Plumbing supplies	1,706.33
P14-01494	J. A. SEXAUER		Bid R-00751 - Plumbing supplies	1,361.78
P14-01495	SMARDAN SUPPLY - EL MONTE		Bid R-00751 - Plumbing supplies	12,230.06
P14-01496	ATLAS ADHESIVE TAPE CORP.		Bid R-00751 - Plumbing supplies	65.88
P14-01497	WATER TECH AG SUPPLY		Annual ground seed supplies	17,634.40
P14-01498	SAFARILAND, LLC		Body armor	5,396.60
P14-01499	SAFARILAND, LLC		Body armor	402.80
P14-01500	BSN SPORTS		Baseball supplies	13,069.67
P14-01501	PACIFIC ART GLASS		Takizawa molds/grinding heads/boron	501.57
P14-01502	NCMPR DISTRICT 6 CONF. ATTN: B ECKY OLSON	.	NCMPR membership dues- IVC	450.00
P14-01503	LEE ARMSTRONG CO.		Replace flooring at Campus Police	4,915.00
P14-01504	VWR		Index buttons for Laboratory outlets	108.67
P14-01505	UNITED INTERIORS		Shipping and delivery of chairs	638.78
P14-01506	DICK BLICK COMPANY		Smith gloss/pigment/water colors/varnish	257.39
P14-01507	ACHRO/EEO ATTN: RUTH CORTEZ		2013-2014 ACHRO membership	150.00
P14-01508	ORANGE EMPIRE CONFERENCE C/O T. MARK JOHNSON, COMMIS.		Annual membership dues 2013/2014	5,000.00
P14-01509	SOUTH COAST STRIPING INC		Update parking stripping	1,050.00
P14-01510	HEALTH SERVICES ASSOCIATION % CUYAMACA COMMUNITY COLLEGE		Membership	150.00
P14-01511	QUALTRICS, LLC		1 year subscription for Qualtrics Survey software	3,000.00
P14-01512	DIANE LEWIS		Supplies for puppetry & makeup classes	450.00
P14-01513	CAROLINA BIOLOGICAL SUPPLY		2012-2013 materials/supplies for BIO classes	1,200.00
P14-01514	PYRO-COMM SYSTEMS		Replace fire system batteries & labels	475.00
P14-01515	BRAVO SIGN & DESIGN		Signs for FMO, Vet Office, Foundation	4,749.96
P14-01516	ENTERTAINING EVENTS		Entertaining events: Transfer Day College Fair	500.00

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Includes P14-01131 - P14-01518

PO Number	Vendor Name	Loc	Description	Account Amount
P14-01517	ORLANATHA NIN		Reimbursement to Orlantha Nin for Transfer Day	175.00
P14-01518	STATEWIDE TRAFFIC SAFETY AND SIGNS		Blinker stop sign SC MO	1,462.56
Total Number of POs			388	Total 8,219,669.05

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	360	2,480,593.24
40	Capital Outlay Fund	24	2,173,863.05
68	Self-Insurance Fund	2	174,000.00
71	Retiree Benefit Fund	2	3,391,212.76
Total			8,219,669.05

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Listing

Includes 08/07/2013 - 09/03/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-00740	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	1,023.50
RQ14-00848	WELLS FARGO #3317 (DISTRICT)	Catering for HR/Financial System	251.07
RQ14-00968	PACIFIC COACHWAYS	Bus for Emeritus Field Trip	1,053.88
RQ14-01162	KEITH SHACKLEFORD	CCCAA Fall Conference expenses/K. Shackleford	993.67
RQ14-01224	RICHARD WHITE	Reimburse-Art Supplies-Fasteners	97.15
RQ14-01304	WELLS FARGO #1598	Security Gate for IVCPD	537.73
RQ14-01403	CANDIDATE	Candidate Travel Reimbursement	1,108.13
RQ14-01478	FRED MILLS TRAINING SOLUTIONS	ARMS Training	100.00
RQ14-01519	WELLS FARGO #3317	Dist. IT books/pens	138.97
RQ14-01525	GEORGINA GUY	Conference Attendance for Georgina Guy	821.94
RQ14-01541	GLENN ROQUEMORE	Travel for Glenn Roquemore	2,240.00
RQ14-01548	PARISA SOLTANI	Parisa - CCCEOPSA Conf Reimb. 10/2013	792.11
RQ14-01578	WELLS FARGO #1606	Voice Thread Renewal	999.00
RQ14-01593	WELLS FARGO #4198	Outdoor Wall Mounting Brackets for cameras	514.38
RQ14-01603	CRAIG HAYWARD	Travel for Craig Hayward	1,065.00
RQ14-01605	LISA WANG	@Conference for Lisa Wang	875.00
RQ14-01621	TAMERA RICE	COADN Conference	956.28
RQ14-01653	WELLS FARGO #4198	SDGE required locks	350.00
RQ14-01663	WELLS FARGO #1598	Department Badges	108.84
RQ14-01671	WELLS FARGO #3317 (DISTRICT)	Catering for HR/Financial Steering Committee	226.80
RQ14-01672	MICHAEL LEVINE, INC.	Fabric for theatre	280.67
RQ14-01675	ALLISON WISEMAN	Scholarship for Nursing Student	338.30
RQ14-01681	CERASELA CASAPU	Scholarship for Nursing student	140.80
RQ14-01682	SOPHIE MILLER	Management Retreat - August 8-9, 2013	16,000.00
RQ14-01695	STATE WATER RES. CONTROL BOARD	Permit to discharge storm water - ATEP	4,270.00
RQ14-01700	LAGUNA GRAPHIC ARTS, INC.	HR Job Flier	75.60
RQ14-01701	BECKY FOREMAN	Guest facilitator - Becky Foreman	1,250.00
RQ14-01703	EVA YUKATIS	Guest facilitator - Eva Yakutis	1,250.00
RQ14-01709	VENTEK INTERNATIONAL	Gateway Service	55.15
RQ14-01710	JACK M. BECKHAM	Employee enrollment fee reimbursement	92.00
RQ14-01712	ELIZABETH HORAN	Employee enrollment fee reimbursement	184.00
RQ14-01713	ELIZABETH HORAN	Employee enrollment fee reimbursement	241.50
RQ14-01722	ELIZABETH KLEIN	Scholarship for Nursing Student	175.80
RQ14-01724	TECHNOLINK ASSOCIATION C/O FORTE DESIGNS #206	Technolink Registration	750.00
RQ14-01725	JOHN FELLNER,	Reimbursement for Mooring at Catalina Island	38.00
RQ14-01728	BEEP COLCLOUGH	Beep - CCCEOPSA Conf Reimb. 10/2013	792.11
RQ14-01741	WELLS FARGO #4198	Plumbing metal sheet	103.68
RQ14-01744	MARK ZANDONELLA	Conf for Zandonella	1,925.00
RQ14-01746	WELLS FARGO #1606	Annual License Fee State of California	880.00
RQ14-01747	S & B FOODS	S&B Foods Catering for HR/Financial Mtg.	124.90
RQ14-01755	S & B FOODS	Refreshments for Chancellor's Opening Session	944.51
RQ14-01756	WILL GLEN	Reimbursement for Will Glen	256.67
RQ14-01764	IRVINE VALLEY COLLEGE BOOKSTORE	Planners	2,638.44
RQ14-01765	WELLS FARGO #3317 (DISTRICT)	ISSA-Information Systems Security Association Inc	225.00
RQ14-01769	ANTHONY TENG	Pre-Pay for Conference -CCCAOE	1,393.85

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Includes 08/07/2013 - 09/03/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-01774	TOD A. BURNETT	Reg. Fee/3rd Annual Chanc. Breakfast	25.00
RQ14-01779	TRABUCO HILLS CENTER CLEANERS	Laundry service for Skills Lab linens	503.00
RQ14-01785	A1 INTERNATIONAL TV, INC.	TVEquipment Repair	338.35
RQ14-01790	PAPA	Pesticide Exam Prep Course for Steve Woodard	200.00
RQ14-01792	CHRISTINA ABEL	Reimbursement for Instructional Supplies	77.47
RQ14-01799	WELLS FARGO #3317 (DISTRICT)	Communication Arts Subscription - 2013/2014	40.00
RQ14-01802	NCMPR	Webinar, Invoice attached	150.00
RQ14-01805	IRVINE VALLEY COLLEGE COMMUNITY EDUCATION	Transfer funds from LAIF	68.80
RQ14-01812	S & B FOODS	Refreshments for District Meeting	122.96
RQ14-01819	WELLS FARGO #4198	Replacement camera quick release plate	53.00
RQ14-01823	WELLS FARGO #3317 (DISTRICT)	Vendor: Paradise Bakery in Mission Viejo	163.63
RQ14-01824	THOMAS L. SMITH	reimburse for supplies purchased for MFG	202.23
RQ14-01836	DAVIT S. KHACHATRYAN	Reimbursement for Apple Power Adapter	86.11
RQ14-01843	BRANDYE D'LENA	Travel for ACBO task force meeting	558.36
RQ14-01855	CAAHEP	CAAHEP Invoice for EMS program	450.00
RQ14-01856	MUNICIPAL FINANCE CORP.	Pay off of Municipal Finance Energy Loan	1,342,172.59
RQ14-01858	WELLS FARGO #1598	Payment to Dish Network	153.68
RQ14-01859	CALIFORNIA ENERGY COMMISSION	Payoff of CA Energy Commission Loan	974,473.84
RQ14-01860	JP MORGAN TRUST COMPANY, NA		
RQ14-01860	JUAN AVALOS	Student Success Summit	600.00
RQ14-01862	DR. ROBERT BRAMUCCI	Educause 2013 Conference-R. Bramucci	800.00
RQ14-01875	WELLS FARGO #4198	Storage shed for Outreach	1,200.00
RQ14-01876	JENNIFER MC CUE	Conference travel	1,121.00
RQ14-01878	TERESA CAMACHO	CCCEOPSA Conference	842.00
RQ14-01887	ANTHONY RODGERS OPERATIONS SUPERVISOR	Reimbursement to Anthony Rodgers for supplies	9.69
RQ14-01895	WEST COAST LIGHTS & SIRENS, INC.	Conductor Wire Harness	196.52
RQ14-01897	THOMAS L. SMITH	reimburse for parts for laser venting	96.93
RQ14-01901	BAKER & TAYLOR	Library books per Jenny Langrell.	206.85
RQ14-01904	SUMMER SERPAS	Reimbursement for workshop supplies	201.89
RQ14-01906	WELLS FARGO #1598	Ipad covers for Counseling Ctr.	265.50
RQ14-01919	WELLS FARGO #4198	Mouse Pads for Photo Classes-B & H Photo	54.00
RQ14-01927	AGILE SPORTS TECHNOLOGIES	women's basketball film exchange program	200.00
RQ14-01928	LORETTA M. NICCOLA	COADN Conference	956.28
RQ14-01933	DR. ROBERT BRAMUCCI	Travel exps-CC Alliance Meeting 9/5/13	630.00
RQ14-01944	DR. CRAIG JUSTICE	Reimbursement for Materials	154.00
RQ14-01952	CESA-SC	CESA Conf. for Will Glen	35.00
RQ14-01965	JENAPHER FINK	Nursing Student Scholarship	140.80
RQ14-01987	RACHEL MANDERS	Reimbursement for mailing (VitalLink)	11.50
RQ14-01992	AMY HUNTER	Reimbursement- Chair for Theatre Arts Faculty	179.27
RQ14-02002	BECKY THOMAS	Reimbursement for Child Safety Locks	16.65
RQ14-02003	KNORR SYSTEMS, INC.	for repair to KNEA equip	240.00
RQ14-02011	WELLS FARGO #3317	amazon.com (computer tray guards)	25.85
RQ14-02013	PAMELA TURNER	Reimbursement Instructional Supplies Fall 2013	51.39
RQ14-02014	AMY HUNTER	Reimbursement- Scripts Theatre Classes Fall 2013	625.21

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Includes 08/07/2013 - 09/03/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-02015	GLENN ROQUEMORE	Travel for Glenn Roquemore	650.00
RQ14-02023	MISSION AUTO EQUIP & LIFTS	filter repair	473.76
RQ14-02027	ADRIENNE BERMAN	Reimbursement for Field Trip Expenses	58.00
RQ14-02036	WELLS FARGO #3317	amazon.com	16.97
RQ14-02039	CADENCE A. WYNTER	Conference for Cadence Wynter-Attachment	2,998.40
RQ14-02041	SIGN A RAMA	parking sign	47.15
RQ14-02042	KIM MC CORD	Travel registration and reimbursement	858.00
RQ14-02046	GLENN ROQUEMORE	Travel for Glenn Roquemore	2,030.00
RQ14-02049	WELLS FARGO #3317 (DISTRICT)	VMware Official Online Store	49.99
RQ14-02053	THE EMBROIDERY STORE	embroidery for women's golf	110.54
RQ14-02054	BARBARA PENLAND	Reimbursement for treatment guidelines-Class 72	518.90
RQ14-02056	AMY BUISKER	Nursing Scholarship for Student	317.63
RQ14-02058	WANDA KNIGHT	Nursing scholarship for student in need	170.61
RQ14-02064	LARRY RADDEN	Phi Rho Pi Nat'l 04/07-04/12/14	20,972.08
RQ14-02071	WELLS FARGO #1598	Veterans Ribbon Cutting Ceremony	24.24
RQ14-02080	ROSIE AGUILAR	conference registration and reimbursement	633.66
RQ14-02083	FRED PRYOR SEMINARS & CAREERTRACK	Training for Anthony Rodgers	79.00
RQ14-02087	PAPA	Pesticide license renewal	60.00
RQ14-02088	PAPA	Pesticide license renewal	60.00
RQ14-02100	COMMERCIAL RESTAURANT SERVICE	Rplcmnt pymt for RQ13-06942 cashed by another co.	237.90
RQ14-02106	ROSIE AGUILAR	conference registration and reimbursement	1,682.68
RQ14-02132	JENAPHER FINK	Nursing Scholarship for student in need	186.50
RQ14-02150	SYSCO LOS ANGELES	Grocery Purchases for Student Use	1,172.15
RQ14-02165	S & B FOODS	Transfer Day College Fair - September 19, 2013	450.58
RQ14-02167	AMY L. STINSON	Employee enrollment fee reimbursement	138.00
RQ14-02170	MOLLY KRUGER	Grocery Purchases for Student Use	212.73
RQ14-02171	MOLLY KRUGER	Instructor purchases for FN 230 Culinary class	33.08
RQ14-02179	ANTHONY HUNTLEY	Reimbursement to T.Huntley for lab supplies	10.30
RQ14-02214	JAMES ROGERS	Reimbursement for Jim Rogers	25.91
		Total	117
			2,411,657.54

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	110	2,405,030.12
12	Child Development Fund	2	896.65
40	Capital Outlay Fund	5	5,730.77
Total		117	<u>2,411,657.54</u>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Payment of Bills
ACTION: Approval

BACKGROUND

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, Sections 85230-36, inclusive, vendor check listings are submitted at each meeting for the approval of the Board of Trustees.

STATUS

Checks No. 172210 through 172867 processed through the Orange County Department of Education, totaling \$9,575,193.24; and Checks No. 010754 through 010791, processed through Saddleback College Community Education, totaling \$100,486.02; and Checks No. 009160 through 009165, processed through Irvine Valley College Community Education, totaling \$19,416.45 are submitted for the approval of the Board of Trustees.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the payment of bills as listed in EXHIBIT A.

Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
172210	08/07/2013	KAMAN INDUSTRIAL TECHNOLOGIES	5,596.50 *
	Reissued on 08/07/2013, Cancel Register # AP08072013G		
172211	08/07/2013	AT&T	12.12
172212	08/07/2013	SPECTRUM CHEMICAL MFG. CORP.	1,158.46
172213	08/07/2013	RIDDELL ALL AMERICAN	1,110.19
172214	08/07/2013	S & B FOODS CATERING DIVISION	11.83
172215	08/07/2013	GUISELLE SCOTT	140.00
172216	08/07/2013	SEHI PROCOMP COMPUTER PRODUCTS	679.87
172217	08/07/2013	SMART & FINAL	264.32
172218	08/07/2013	SOUTHERN CALIFORNIA EDISON CO.	3,149.52
172219	08/07/2013	SOUTHERN CALIFORNIA EDISON CO.	202.44
172220	08/07/2013	SOUTH COAST DIST. CO.	330.79
172221	08/07/2013	TOWNSEND PUBLIC AFFAIRS, INC ATTN:CHRISTOPHER TOWNSEND	3,500.00
172222	08/07/2013	ULINE ATTN: ACCOUNTS RECEIVABLE	354.63
172223	08/07/2013	VWR	628.36
172224	08/07/2013	A1 INTERNATIONAL TV, INC.	621.74
172225	08/07/2013	AIR SOURCE INDUSTRIES, INC.	75.20
172226	08/07/2013	ALERT SERVICES, INC.	10,807.39
172227	08/07/2013	ALLEN TIRE COMPANY	3,774.94
172228	08/07/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
172229	08/07/2013	APPLE COMPUTER INC.	2,445.36
172230	08/07/2013	ARS ENTERPRISES	20.00
172231	08/07/2013	BLACKBOARD CONNECT, INC.	68,000.00
172232	08/07/2013	MARK BORDELON	180.00
172233	08/07/2013	MATT BRODET	129.59
172234	08/07/2013	CANON BUSINESS SOLUTIONS, INC.	360.38
172235	08/07/2013	CARE EXPRESS PRODUCTS, INC.	74.92
		Unpaid Sales Tax	39.57
		Expensed Amount	114.49
172236	08/07/2013	CAREER CRUISING	595.00
172237	08/07/2013	CAROLINA BIOLOGICAL SUPPLY	841.15
172238	08/07/2013	CALIF BAND DIRECTORS ASSOC C/O ADAM WILKE	285.00
172239	08/07/2013	CCCCIO c/o CLAIRE BIANCALANA	300.00
172240	08/07/2013	CDW GOVERNMENT, INC.	15,314.20
172241	08/07/2013	CHAMPION CHEMICAL CO.	9,032.69
172242	08/07/2013	COMPUTER CO-OP	361.99
172243	08/07/2013	COMPUTERLAND	1,469.00
172244	08/07/2013	RENEE COX	283.64
172245	08/07/2013	CPP, INC. DAVIES-BLACK PUBLISHING	4,025.00
172246	08/07/2013	CREATION ENGINE, INC.	2,700.00
172247	08/07/2013	CUTTERPROS.COM	573.64
		Unpaid Sales Tax	44.06
		Expensed Amount	617.70
172248	08/07/2013	A. DAIGGER & COMPANY, INC.	154.23
172249	08/07/2013	DATA CLEAN CORPORATION	186.93
172250	08/07/2013	DELTA BIOLOGICALS	4,772.50
172251	08/07/2013	DISPENSING SOLUTIONS, INC.	206.08
172252	08/07/2013	JEFF DORSZ	177.03

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
172253	08/07/2013	EASTBAY TEAM SPORTS DEPT #5374	1,579.70
172254	08/07/2013	ARNETTE EDWARDS	360.00
172255	08/07/2013	ERC WIPING PRODUCTS, INC.	1,488.95
		Unpaid Sales Tax	119.12
		Expensed Amount	1,608.07
172256	08/07/2013	FITNESS WHOLESALE, INC.	857.10
172257	08/07/2013	FULLERTON CIVIC LIGHT OPERA CO	297.00
172258	08/07/2013	WILLIAM M. MCNICOL	432.00
172259	08/07/2013	GARY SABELLA	486.00
172260	08/07/2013	CITY OF TUSTIN COMMUNITY DEVELOPMENT	1,435.89
172261	08/07/2013	SWRCB STORM WATER SECTION	4,270.00
172262	08/07/2013	KAMAN INDUSTRIAL TECHNOLOGIES	5,596.50
172263	08/08/2013	ADAMSON POLICE PRODUCTS	514.62
172264	08/08/2013	ADCLUB ADVERTISING SERVICE	1,069.84
172265	08/08/2013	ALERT SERVICES, INC.	170.62
172266	08/08/2013	APPERSON	539.41
172267	08/08/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	65,731.46
172268	08/08/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	8,190.20
		Unpaid Sales Tax	655.22
		Expensed Amount	8,845.42
172269	08/08/2013	BAKER & TAYLOR	640.64
172270	08/08/2013	JOYCE BARTLOMAIN	7.33
172271	08/08/2013	KRISTEN BUSH	1,120.00
172272	08/08/2013	CALIFORNIA STAGE/LIGHTING, INC	1,444.57
172273	08/08/2013	CAROLINA BIOLOGICAL SUPPLY	246.34
172274	08/08/2013	CDW GOVERNMENT, INC.	484.28
172275	08/08/2013	CHEF WORKS, INC.	448.81
172276	08/08/2013	COLAD GROUP, LLC	1,250.00
		Unpaid Sales Tax	88.00
		Expensed Amount	1,338.00
172277	08/08/2013	CONSOLIDATED ELECTRICAL DIST.	1,116.26
172278	08/08/2013	COX COMMUNICATIONS	2,600.33
172279	08/08/2013	COX COMMUNICATIONS	1,020.85
172280	08/08/2013	CULLIGAN	53.00
172281	08/08/2013	RICHARD DAHLIN	176.00
172282	08/08/2013	DEEP SURPLUS	99.36
172283	08/08/2013	EMPIRE CLEANING SUPPLY	1,225.48
172284	08/08/2013	FEDERAL EXPRESS	48.45
172285	08/08/2013	FISHER SCIENTIFIC	3,159.41
172286	08/08/2013	FITNESS WHOLESALE, INC.	133.13
172287	08/08/2013	OFFICEMAX CONTRACT INC.	5,489.02
172288	08/08/2013	CDW GOVERNMENT, INC.	132.79
172289	08/08/2013	DAIRY DEPOT	103.66
172290	08/08/2013	OFFICEMAX CONTRACT INC.	76.83
172291	08/08/2013	G & K SERVICES	71.43
172292	08/08/2013	HOSPITAL ASSOCIATES	64.57
172293	08/08/2013	GOENGINEER, INC.	3,363.00
172294	08/08/2013	MARIA E. HUTCHINSON CERVANTES	480.00

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
172295	08/08/2013	HARRY HWANG	525.00
172296	08/08/2013	INTERCOLLEGIATE TENNIS ASSOC. MEMBERSHIP DEPARTMENT	340.00
172297	08/08/2013	IRVINE RANCH WATER DIST.	8,764.41
172298	08/08/2013	IRVINE RANCH WATER DIST. ATEP	317.97
172299	08/08/2013	LAERDAL MEDICAL CORP.	240.17
172300	08/08/2013	MICHAEL LEVINE, INC.	280.67
172301	08/08/2013	DIANE LEWIS	151.05
172302	08/08/2013	MAIN GRAPHICS	37.80
172303	08/08/2013	MC KESSON MEDICAL SURGICAL	3,388.84
172304	08/08/2013	KAREN MC NULTY	88.75
172305	08/08/2013	MEDCO SUPPLY COMPANY	3,519.38
172306	08/08/2013	SOPHIE MILLER	132.65
172307	08/08/2013	MOORE MEDICAL, LLC	104.42
172308	08/08/2013	MOULTON-NIGUEL WATER DIST.	13,688.72
172309	08/08/2013	HIROKO NAGAFUCHI	275.00
172310	08/08/2013	JANELLE JAMES OLSON	180.00
172311	08/08/2013	ORKIN PEST CONTROL 711	2,159.00
172312	08/08/2013	JOHN WILEY & SONS	1,137.09
172313	08/08/2013	DEBBIE WILLIAMS	30.51
172314	08/08/2013	J.W. PEPPER & SON, INC.	1,178.91
172315	08/08/2013	RESERVE ACCOUNT PITNEY BOWES	30,000.00
172316	08/08/2013	PSI-PAYPHONE STATIONS INNOVAT.	315.00
172317	08/08/2013	LARRY RADDEN	92.22
172318	08/08/2013	S & B FOODS CATERING DIVISION	453.06
172319	08/08/2013	SAFEWAY, INC.	59.99
172320	08/08/2013	GUISELLE SCOTT	35.00
172321	08/08/2013	SIEMENS WATER TECHNOLOGIES LLC	247.44
172322	08/08/2013	SMART & FINAL	13.49
172323	08/08/2013	JENNIFER SNIDER	630.00
172324	08/08/2013	JOANNA TANG	231.99
172325	08/08/2013	TRIARCH INC.	64.15
172326	08/08/2013	VENTEK INTERNATIONAL	15.75
172327	08/08/2013	KATHY WEATHERWAX	360.00
172328	08/08/2013	JIM WRIGHT	55.99
172329	08/08/2013	LYNN YOUNG	360.00
172330	08/08/2013	SOUTH COAST FAMILY PRACTICE	260.00
172331	08/08/2013	ALVAREZ & MARSAL REAL ESTATE ADVISORY SERV.	11,050.75
172332	08/08/2013	APPLE COMPUTER INC.	409.32
172333	08/08/2013	CDW GOVERNMENT, INC.	9,876.02
172334	08/08/2013	CRI ELECTRIC, INC	7,355.00
172335	08/08/2013	DELL MARKETING L.P. C/O DELL USA L.P.	73,752.94
172336	08/08/2013	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	250.00
172337	08/08/2013	DVV ASSOCIATES, INC.	2,250.00
172338	08/08/2013	ENAMIX, INC.	2,993.00
172339	08/08/2013	GKKWORKS	1,369.78
172340	08/08/2013	MC CARTHY BUILDING COMPANIES	62,362.00
172341	08/08/2013	PRO TECHNOLOGY AUTOMATION, INC	23,497.50

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
172342	08/08/2013	RGP PLANNING & DEVELOPMENT SERVICES	21,575.12
172343	08/08/2013	S & B FOODS CATERING DIVISION	54.00
172344	08/08/2013	SYNERGY SOFTWARE SOLUTIONS	9,794.00
172345	08/08/2013	CCCEOPSA CERRITOS COLLEGE	360.00
172346	08/08/2013	CCCEOPSA CERRITOS COLLEGE	360.00
172347	08/08/2013	CSUF ASC	180.00
172348	08/08/2013	HOWARD DWIGHT	1,448.58
172349	08/08/2013	SANDY JEFFRIES	35.45
172350	08/08/2013	SAN FRANCISCO AIRPORT MARRIOTT	190.53
172351	08/08/2013	THE RP GROUP	400.00
172352	08/08/2013	FOUR POINTS BY SHERATON LOS ANGELES INTL AIRPORT	251.94
172353	08/09/2013	AT & T	71.15
172354	08/09/2013	AT & T	29.48
172355	08/09/2013	AT & T	36.66
172356	08/09/2013	SAN DIEGO GAS & ELECTRIC	1,450.37
172357	08/12/2013	HAIR CALIFORNIA BEAUTY ACADEMY	26,583.75
172358	08/12/2013	PIPS C/O KEENAN & ASSOCIATES	147,604.75
172359	08/12/2013	LIGHTNING TOOLS, LTD.	1,080.00
172360	08/12/2013	TEDDI LORCH	15.26
172361	08/12/2013	MAGNUS HEALTH, LLC.	2,500.00
172362	08/12/2013	DIANE OAKS	39.66
172363	08/12/2013	OPENPROJECTSANDAPPS.ORG	4,773.00
172364	08/12/2013	JAMES ROGERS	39.11
172365	08/12/2013	WELLS FARGO #2078	85.43
172366	08/12/2013	ALTERNATIVE DELIVERY SOLUTIONS	7,080.00
172367	08/12/2013	DVV ASSOCIATES, INC.	250.00
172368	08/12/2013	HAITBRINK ASPHALT PAVING, INC.	13,000.00
172369	08/12/2013	i3 SOLUTIONS	7,100.00
172370	08/12/2013	NEUDESIC, LLC	71,934.00
172371	08/12/2013	NIMBLE CONSULTING	5,000.00
172372	08/12/2013	PARSONS BRINCKERHOFF, INC.	1,995.71
172373	08/12/2013	ROOF CONSTRUCTION	40,597.00
172374	08/12/2013	AMY SUPINGER dba SUPINGER STRATEGIES	1,750.00
172375	08/12/2013	SO. ORANGE CO. COMM. COL. DIST	3,134.66
172376	08/12/2013	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	3,953.32
172377	08/12/2013	POSTMASTER	353.10
172378	08/12/2013	SPECTRUM CHEMICAL MFG. CORP.	882.47
172379	08/12/2013	P & R PAPER SUPPLY COMPANY	487.13
172380	08/12/2013	PACIFIC COACHWAYS	2,077.38
172381	08/12/2013	PROGRESSIVE BUS. PUBLICATIONS	253.00
172382	08/12/2013	PURETEC	261.85
172383	08/12/2013	QUARK ENTERPRISES, INC.	1,640.36
172384	08/12/2013	REFRIGERATION SUPPLIES DIST.	431.89
172385	08/12/2013	SCANTRON CORPORATION	96.00
172386	08/12/2013	SEHI PROCOMP COMPUTER PRODUCTS	679.87
172387	08/12/2013	SELF MAGAZINE	16.00
172388	08/12/2013	SEW NEWS	23.98

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
172389	08/12/2013	SMARDAN SUPPLY - EL MONTE	2,500.38
172390	08/12/2013	SMART LEVELS MEDIA	464.12
172391	08/12/2013	PADHRAIC SMYTH	5,500.00
172392	08/12/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,539.62
172393	08/12/2013	TICKET ENVELOPE COMPANY	177.00
		Unpaid Sales Tax	14.16
		Expensed Amount	191.16
172394	08/12/2013	TOWN & COUNTRY GLASS	990.00
172395	08/12/2013	U.S. DATA TRUST CORPORATION	6,000.00
172396	08/12/2013	USA MOBILITY WIRELESS, INC.	65.10
172397	08/12/2013	USA SCIENTIFIC ACCOUNTS RECEIVABLES	621.20
172398	08/12/2013	WARD'S NATURAL SCIENCE	320.46
172399	08/12/2013	XEROX CORPORATION	56.00
172400	08/13/2013	AT&T	5,666.44
172401	08/13/2013	AT&T	11.67
172402	08/13/2013	AT&T	11.66
172403	08/13/2013	SOUTHERN CALIFORNIA GAS CO.	1,801.83
172404	08/13/2013	SOUTHERN CALIFORNIA GAS CO.	15.30
172405	08/13/2013	SOUTHERN CALIFORNIA GAS CO.	965.45
172406	08/13/2013	SOUTHERN CALIFORNIA GAS CO.	42.41
172407	08/13/2013	JONATHAN D. PAVER	1,108.13
172408	08/13/2013	T. J. PRENDERGAST	64.99
172409	08/13/2013	REAL VOLLEYBALL	5,691.57
172410	08/13/2013	SAN DIEGO BUSINESS JOURNAL	89.00
172411	08/13/2013	SARGENT WELCH	443.02
172412	08/13/2013	SMARDAN SUPPLY - EL MONTE	1,831.65
172413	08/13/2013	SMITH PIPE & SUPPLY, INC.	1,149.08
172414	08/13/2013	TICKET ENVELOPE COMPANY	447.60
		Unpaid Sales Tax	35.81
		Expensed Amount	483.41
172415	08/13/2013	UNIPAK CORP.	9,085.00
		Unpaid Sales Tax	726.80
		Expensed Amount	9,811.80
172416	08/13/2013	UNISOURCE WORLDWIDE INC.	5,254.50
172417	08/13/2013	VENTEK INTERNATIONAL	555.00
172418	08/13/2013	WARD'S NATURAL SCIENCE	26.50
172419	08/13/2013	W A X I E	1,337.99
172420	08/14/2013	ACSIG/EDGE	138,853.75
172421	08/14/2013	ACSIG/EDGE	42,752.50
172422	08/14/2013	HYATT LEGAL	7,212.70
172423	08/14/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	27,115.73
172424	08/14/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	15,249.21
172425	08/14/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,253,291.00
172426	08/14/2013	UNUM LIFE INSURANCE COMPANY	6,442.00
172427	08/14/2013	UNUM LIFE INSURANCE COMPANY	3,831.66
172428	08/14/2013	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,109.47
172429	08/14/2013	ACSIG/EDGE	23,328.53
172430	08/14/2013	ACSIG/EDGE	5,820.24

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
172431	08/14/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	343,671.00
172432	08/14/2013	AAA ACCESS SMOG	50.00
172433	08/14/2013	AHIMA	4,150.00
172434	08/14/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
172435	08/14/2013	ALLSTAR AWARDS	65.82
172436	08/14/2013	ALLURE	12.00
172437	08/14/2013	ARAMARK UNIFORM SERVICES	109.91
172438	08/14/2013	ARBOR SCIENTIFIC	188.79
		Unpaid Sales Tax	11.16
		Expensed Amount	199.95
172439	08/14/2013	ARTSCENE	525.00
172440	08/14/2013	AVDB GROUP, INC.	6,329.70
172441	08/14/2013	BESAFE TECHNOLOGIES, INC.	738.15
172442	08/14/2013	CANON SOLUTIONS AMERICA, INC.	88.34
172443	08/14/2013	CCUPCA	100.00
172444	08/14/2013	CDW GOVERNMENT, INC.	239.30
172445	08/14/2013	CLUB CAR, INC.	29.97
172446	08/14/2013	CONTINENTAL CHEM & SANITARY SUPPLY	2,740.38
172447	08/14/2013	CULLIGAN	56.35
172448	08/14/2013	A. DAIGGER & COMPANY, INC.	594.95
172449	08/14/2013	DANA POINT FUEL DOCK	240.42
172450	08/14/2013	DANA POINT YACHT MAINTENANCE	181.85
172451	08/14/2013	DELL MARKETING L.P. C/O DELL USA L.P.	125.24
172452	08/14/2013	DELTA BIOLOGICALS	930.00
		Unpaid Sales Tax	74.40
		Expensed Amount	1,004.40
172453	08/14/2013	DIGITAL NETWORKS GROUP, INC.	960.00
172454	08/14/2013	DISPLAYS 2GO	168.26
		Unpaid Sales Tax	11.49
		Expensed Amount	179.75
172455	08/14/2013	MICHELE DUGAN	180.00
172456	08/14/2013	EASTBAY TEAM SPORTS DEPT #5374	878.32
172457	08/14/2013	ECONOMIC ALTERNATIVES, INC.	2,326.86
172458	08/14/2013	EDMUND OPTICS AMERICA	79.74
172459	08/14/2013	EDU BUSINESS SOLUTIONS	2,428.20
172460	08/14/2013	ESCAPE TECHNOLOGY, INC.	72,450.00
172461	08/14/2013	ESSENCE	15.00
172462	08/14/2013	EWING IRRIGATION PRODUCTS	338.33
172463	08/14/2013	FEDERAL EXPRESS	54.99
172464	08/14/2013	JOHN FELLNER,	38.00
172465	08/14/2013	FISHER SCIENTIFIC	7,816.72
172466	08/14/2013	FLAGS USA, INC.	258.56
172467	08/14/2013	SHEILA FORSBERG	907.50
172468	08/14/2013	FRY'S ELECTRONICS	815.21
172469	08/14/2013	OFFICEMAX CONTRACT INC.	4,451.13
172470	08/14/2013	OFFICEMAX CONTRACT INC.	18.75
172471	08/14/2013	BENEFIT TRUST CO AS TRUSTEE FOR SOCCCD	3,389,912.76
		FUTURIS PUBLIC	
172472	08/14/2013	IRVINE VALLEY COLLEGE COMMUNITY EDUCATION	68.80

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Check Number	Check Date	Pay to the Order of	Check Amount
172473	08/14/2013	PIONEER CHEMICAL CO.	503.53
172474	08/14/2013	SARGENT WELCH	840.41
172475	08/14/2013	TIME MASTERS	72.86
172476	08/14/2013	UNISOURCE WORLDWIDE INC.	17,093.16
172477	08/14/2013	USA SCIENTIFIC ACCOUNTS RECEIVABLES	494.29
172478	08/14/2013	WESTERN GRAPHICS PLUS, INC.	10,000.00
172479	08/14/2013	RICHARD WHITE	97.15
172480	08/14/2013	ALLISON WISEMAN	338.30
172481	08/15/2013	JAMES HOWARD CO.	11,965.51
		Unpaid Sales Tax	928.53
		Expensed Amount	12,894.04
172482	08/15/2013	DON BUTCHER	1,584.00
172483	08/15/2013	WILLIAM M. MCNICOL	432.00
172484	08/15/2013	WILLIAM M. MCNICOL	432.00
172485	08/15/2013	WILLIAM M. MCNICOL	432.00
172486	08/15/2013	WILLIAM M. MCNICOL	432.00
172487	08/15/2013	WILLIAM M. MCNICOL	192.00
172488	08/15/2013	WILLIAM M. MCNICOL	192.00
172489	08/15/2013	MEALS, LODGING, ENTRY FEES & BANQUETS	1,584.00 *
Cancelled on 08/15/2013, Cancel Register # AP08152013B			
172490	08/15/2013	MICHELLE QUON	663.00
172491	08/15/2013	GARY SABELLA	162.00
172492	08/15/2013	GARY SABELLA	324.00
172493	08/15/2013	GARY SABELLA	90.00
172494	08/15/2013	GARY SABELLA	90.00
172495	08/15/2013	GARY SABELLA	117.00
172496	08/15/2013	GARY SABELLA	486.00
172497	08/15/2013	MATTHEW SHERMAN	260.00
172498	08/15/2013	MATTHEW SHERMAN	360.00
172499	08/15/2013	MATTHEW SHERMAN	260.00
172500	08/15/2013	MATTHEW SHERMAN	260.00
172501	08/15/2013	SUZIE BUGAY	118.18
172502	08/15/2013	CCCEOPSA CERRITOS COLLEGE	360.00
172503	08/15/2013	STEPHANIE DIALTO	118.18
172504	08/15/2013	GLENN ROQUEMORE	181.67
172505	08/15/2013	TECHNOLINK ASSOCIATION ACCOUNTING OFFICE	750.00
172506	08/15/2013	AMTECH ELEVATOR SERVICES	383.00
172507	08/15/2013	COMWARE TECHNICAL SERVICES INC	13,999.25
172508	08/15/2013	HAITBRINK ASPHALT PAVING, INC.	4,450.00
172509	08/15/2013	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
172510	08/15/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	31,022.65
172511	08/15/2013	JOYCE INSPECTION & TESTING	7,728.00
172512	08/15/2013	PUBLIC ECONOMICS, INC.	2,237.06
172513	08/15/2013	PYRO-COMM SYSTEMS	295.00
172514	08/15/2013	S & B FOODS CATERING DIVISION	142.13
172515	08/15/2013	S & B FOODS CATERING DIVISION	142.13 *
Cancelled on 08/22/2013, Cancel Register # AP08232013			
172516	08/15/2013	SOC CCD REVOLVING FUND	34,760.00

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Check Number	Check Date	Pay to the Order of	Check Amount
172517	08/15/2013	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	880.00
172518	08/15/2013	TOWN & COUNTRY GLASS	2,670.00
172519	08/15/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	818.64
172520	08/15/2013	ABACUS	1,250.00
172521	08/15/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
172522	08/15/2013	ARROWHEAD DRINKING WATER	43.19
172523	08/15/2013	AT LAST WINDOW COVERINGS	2,435.57
172524	08/15/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	950.00
		Unpaid Sales Tax	76.00
		Expensed Amount	1,026.00
172525	08/15/2013	BATTERY SYSTEMS OF ANAHEIM	2,040.68
172526	08/15/2013	DON BUTCHER	1,584.00
172527	08/15/2013	CANON SOLUTIONS AMERICA, INC.	52.92
172528	08/15/2013	CAROLINA BIOLOGICAL SUPPLY	20.65
172529	08/15/2013	CERASELA CASAPU	140.80
172530	08/15/2013	COMPUTERLAND	5,346.00
172531	08/15/2013	A. DAIGGER & COMPANY, INC.	73.71
172532	08/15/2013	DATAMAX O'NEIL	1,232.50
172533	08/15/2013	DELTA BIOLOGICALS	102.40
		Unpaid Sales Tax	8.19
		Expensed Amount	110.59
172534	08/15/2013	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	2,396.00
172535	08/15/2013	EXPERIAN	127.00
172536	08/15/2013	FISHER SCIENTIFIC	514.17
172537	08/15/2013	FITNESS WHOLESALE, INC.	270.00
172538	08/15/2013	FLS BANNERS	519.95
		Unpaid Sales Tax	39.60
		Expensed Amount	559.55
172539	08/15/2013	SHELL FLEET CARD SERVICES PROCESSING CENTER	1,340.85
172540	08/15/2013	DAIRY DEPOT	50.90
172541	08/16/2013	JACK M. BECKHAM	92.00
172542	08/16/2013	BLAKE'S JANITORIAL SUPPLIES	329.62
172543	08/16/2013	DEBORAH FRICKE	360.00
172544	08/16/2013	HOME DEPOT CREDIT SERVICES	1,788.59
172545	08/19/2013	PASCO SCIENTIFIC	1,990.26
172546	08/19/2013	PENN CORPORATE RELOCATION SERVICES, INC.	300.00
172547	08/19/2013	PEP BOYS REMITTANCE DEPARTMENT	226.80
172548	08/19/2013	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
172549	08/19/2013	QUARK ENTERPRISES, INC.	4,313.69
172550	08/19/2013	RICOH USA, INC.	2,386.33
172551	08/19/2013	RICOH AMERICAS CORP	72.96
172552	08/19/2013	RYDIN DECAL	2,949.85
		Unpaid Sales Tax	225.78
		Expensed Amount	3,175.63
172553	08/19/2013	S & B FOODS CATERING DIVISION	944.51
172554	08/19/2013	S & B FOODS CATERING DIVISION	97.63
172555	08/19/2013	S & B FOODS CATERING DIVISION	434.81

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Check Number	Check Date	Pay to the Order of	Check Amount
172556	08/19/2013	SADDEBACK APPLIANCES	1,645.00
172557	08/19/2013	SARGENT WELCH	160.38
172558	08/19/2013	SEHI PROCOMP COMPUTER PRODUCTS	214.20
172559	08/19/2013	SIERRA SOIL, INC.	656.00
172560	08/19/2013	SO. COAST HIGHER EDUCAT. COUN.BRANDMAN UNIVERSITY	50.00
172561	08/19/2013	SWEETWATER	299.00
		Unpaid Sales Tax	23.92
		Expensed Amount	322.92
172562	08/19/2013	THOMAS SCIENTIFIC	55.84
172563	08/19/2013	TROXELL COMMUNICATIONS, INC.	2,116.48
172564	08/19/2013	VENTEK INTERNATIONAL	337.80
172565	08/19/2013	VWR INTERNATIONAL, INC.	14.30
172566	08/19/2013	XEROX CORPORATION	1,160.75
172567	08/19/2013	SMART & FINAL	451.25
172568	08/19/2013	US FOODS	526.73
172569	08/19/2013	RICHARD SNEED	314.70
172570	08/19/2013	REFFPAY, LLC	20,000.00
172571	08/19/2013	SOUTHERN CALIFORNIA GAS CO.	14,176.39
172572	08/19/2013	VERIZON	128.98
172573	08/19/2013	EARL PAGAL	277.30
172574	08/19/2013	AT & T	63.41
172575	08/19/2013	SAN DIEGO GAS & ELECTRIC	86,396.40
172576	08/19/2013	SOUTHERN CALIFORNIA EDISON CO.	3,222.29
172577	08/19/2013	SOUTHERN CALIFORNIA EDISON CO.	13,551.90
172578	08/19/2013	SOUTHERN CALIFORNIA EDISON CO.	22,166.40
172579	08/19/2013	SOUTHERN CALIFORNIA EDISON CO.	80.39
172580	08/20/2013	CITY OF MISSION VIEJO	210.00
172581	08/20/2013	G & K SERVICES	114.34
172582	08/20/2013	GALE SUPPLY COMPANY	772.20
172583	08/20/2013	GALLS INC. %GALLS RETAIL CA LOCK BOX	392.80
172584	08/20/2013	GORM, INC.	4,850.39
172585	08/20/2013	GQ PROFESSIONAL ACCTS DEPT	23.97
172586	08/20/2013	W. W. GRAINGER	22.16
172587	08/20/2013	GRAYBAR ELECTRIC CO.	275.18
172588	08/20/2013	JACLYN HACHADOORIAN	377.53
172589	08/20/2013	HARDY DIAGNOSTICS	103.42
172590	08/20/2013	HARPER'S BAZAAR	12.00
172591	08/20/2013	HIGHER ONE INC.	274.36
172592	08/20/2013	HITT MARKING DEVICES, INC.	42.96
172593	08/20/2013	ANTHONY HUNTLEY	174.77
172594	08/20/2013	IRVINE PIPE & SUPPLY	190.39
172595	08/20/2013	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	2,690.90
172596	08/20/2013	J & J SUPPLY INC	305.40
		Unpaid Sales Tax	24.43
		Expensed Amount	329.83
172597	08/20/2013	EFAX CORPORATE c/o J2 GLOBAL, INC.	150.30
172598	08/20/2013	JIST WORKS, INC.	1,618.13
172599	08/20/2013	JOHNSTONE SUPPLY	165.92

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172600	08/20/2013	KELLY PAPER	2,910.23
172601	08/20/2013	ERIN KIM	50.00
172602	08/20/2013	ELIZABETH KLEIN	175.80
172603	08/20/2013	LAURA'S INT PLANTSCAPE SERV	45.36
172604	08/20/2013	LEE ARMSTRONG CO.	2,685.00
172605	08/20/2013	LUCKY	19.97
172606	08/20/2013	MAIN GRAPHICS	236.52
172607	08/20/2013	MICHAEL LOWELL MC CORMICK	241.71
172608	08/20/2013	JENNIFER MC GEE	50.00
172609	08/20/2013	McLOGAN SUPPLY COMPANY, INC.	1,496.67
172610	08/20/2013	McMASTER CARR SUPPLY CO.	798.08
172611	08/20/2013	MEDCO SUPPLY COMPANY	8,644.21
172612	08/20/2013	MICRO CENTER A/R	161.76
172613	08/20/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	2,540.57
172614	08/20/2013	MOBILE ID SOLUTIONS, INC	359.66
172615	08/20/2013	MSA THE SAFETY COMPANY	870.48
172616	08/20/2013	NAT'L COUNCIL FOR SCIENCE AND THE ENVIRONMENT	3,000.00
172617	08/20/2013	NEUDESIC, LLC	2,336.00
172618	08/20/2013	NEW HORIZONS	3,265.00
172619	08/20/2013	ORANGE COUNTY ELECTRIC, INC	2,820.00
172620	08/20/2013	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH	366.00
172621	08/20/2013	ORANGE COUNTY REGISTER	2,156.00
172622	08/20/2013	OPTICS PLANET, INC.	532.40
		Unpaid Sales Tax	42.59
		Expensed Amount	574.99
172623	08/20/2013	DAVID PUFAHL dba NEW VISION CONSTRUCTION	12,571.14
172624	08/20/2013	JACOBSEN WEST	545.35
172625	08/20/2013	AAA ACCESS SMOG	50.00
172626	08/20/2013	AARDVARK CLAY AND SUPPLIES	4,288.90
172627	08/20/2013	APPLE COMPUTER INC.	433.92
172628	08/20/2013	ARAMARK UNIFORM SERVICES	127.14
172629	08/20/2013	BIOCAM COMMUNICATIONS	175.60
172630	08/20/2013	CAPP ASSOCIATES, INC. COMPUTERIZED ASSESSMENT AND	3,600.00
172631	08/20/2013	COMPONENTSOURCE	4,355.36
172632	08/20/2013	D4 SOLUTIONS INC.	37,497.20
172633	08/20/2013	DANA POINT FUEL DOCK	160.74
172634	08/20/2013	DELL MARKETING L.P. C/O DELL USA L.P.	151.80
172635	08/20/2013	EDUCATIONAL GLOBAL TECHNOLOGIES, INC. (EDGT)	291.60
172636	08/20/2013	EWING IRRIGATION PRODUCTS	177.98
172637	08/20/2013	FISHER SCIENTIFIC	148.80
172638	08/20/2013	FREEWAY AUTO SUPPLY	272.60
172639	08/20/2013	OFFICEMAX CONTRACT INC.	3,973.58
172640	08/20/2013	MUNICIPAL FINANCE CORP. CITIZENS FINANCE BANK	1,342,172.59
172641	08/20/2013	ABADI, REZA	4,571.00
172642	08/20/2013	AVALOS GALVEZ, DIEGO	4,571.00

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Check Number	Check Date	Pay to the Order of	Check Amount
172643	08/20/2013	CARSON, MICHAEL	4,571.00
172644	08/20/2013	ESHRAH NIA, NASIM	4,571.00
172645	08/20/2013	FLORES, SERGIO	4,571.00
172646	08/20/2013	GUZMAN, LENA	4,571.00
172647	08/20/2013	HASTON, JAMES	4,571.00
172648	08/20/2013	IDRIS, NEHAL	4,571.00
172649	08/20/2013	IDRIS, NWAHIL	4,571.00
172650	08/20/2013	JELVANI, ALBORZ	4,571.00
172651	08/20/2013	RICKER, ANDREW	4,571.00
172652	08/20/2013	SADAGHIANI, KAMRAN	4,571.00
172653	08/20/2013	SAEBI, AZIN	4,571.00
172654	08/20/2013	ZADMEHR, SARA	4,571.00
172655	08/21/2013	PACIFIC CLEANING SERVICES	2,880.00
172656	08/21/2013	PARADIGM, INC.	73.64
Unpaid Sales Tax			5.89
Expensed Amount			79.53
172657	08/21/2013	PAYAM-E-ASHENA	250.00
172658	08/21/2013	PETCO ANIMAL SUPPLIES	109.27
172659	08/21/2013	MELISSA PRICHARD	180.00
172660	08/21/2013	PYRAMID SCHOOL PRODUCTS	407.50
Unpaid Sales Tax			32.60
Expensed Amount			440.10
172661	08/21/2013	SAFEWAY, INC.	51.30
172662	08/21/2013	SARGENT WELCH	68.82
172663	08/21/2013	SARS SOFTWARE PRODUCTS, INC.	5,940.00
172664	08/21/2013	GUISELLE SCOTT	140.00
172665	08/21/2013	SEHI PROCOMP COMPUTER PRODUCTS	141.00
172666	08/21/2013	PT & LT, INC. SIGNS BY CREATIONS UNLIMITED	349.92
172667	08/21/2013	THOMAS L. SMITH	202.23
172668	08/21/2013	SPORTS FIELD INSTALLATION	4,000.00
172669	08/21/2013	TRICIA TINER	480.00
172670	08/21/2013	TRABUCO HILLS CENTER CLEANERS	503.00
172671	08/21/2013	UNISOURCE WORLDWIDE INC.	11,004.35
172672	08/21/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	275.32
172673	08/21/2013	VERIZON	75.06
172674	08/21/2013	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	8,000.00
172675	08/21/2013	W A X I E	526.40
172676	08/21/2013	ZARA DISTRIBUTION	207.36
172677	08/21/2013	CHRISTINA ABEL	77.47
172678	08/21/2013	ACCE C/O JAREK JANIO, SANTA ANA CLG	60.00
172679	08/21/2013	ARS ENTERPRISES	3,201.50
172680	08/21/2013	BAKER & TAYLOR	206.85
172681	08/21/2013	BOUNDLESS NETWORK	2,582.34
172682	08/21/2013	BUTLER CHEMICALS, INC.	552.45
172683	08/21/2013	CALIFORNIA PLACEMENT ASSN C/O WILDA WALLACE	100.00
172684	08/21/2013	CAAHEP	450.00
172685	08/21/2013	CANON SOLUTIONS AMERICA, INC.	108.80

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Check Number	Check Date	Pay to the Order of	Check Amount
172686	08/21/2013	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	613.20
172687	08/21/2013	CAROLINA BIOLOGICAL SUPPLY	254.46
172688	08/21/2013	CCCSCA FRESNO CITY COLLEGE	150.00
172689	08/21/2013	COMMUNITY COLLEGE LEAGUE OF CA	43,305.88
172690	08/21/2013	COMPUTERLAND	207.00
172691	08/21/2013	CR&R	2,461.00
172692	08/21/2013	A. DAIGGER & COMPANY, INC.	82.13
172693	08/21/2013	DANA POINT FUEL DOCK	65.03
172694	08/21/2013	DELL MARKETING L.P. C/O DELL USA L.P.	1,936.00
172695	08/21/2013	EASTBAY TEAM SPORTS DEPT #5374	773.72
172696	08/21/2013	ECOLOGICAL FERTIGATION INC	702.45
172697	08/21/2013	ABEL ESQUIVEL	120.00
172698	08/21/2013	FEDERAL EXPRESS	290.12
172699	08/21/2013	F & E HEDMAN-LA, INC.	479.00
172700	08/22/2013	TOD A. BURNETT	25.00
172701	08/22/2013	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	75.00
172702	08/22/2013	COADN-SOUTH DR. DIANE MOREY, TREASURER	250.00
172703	08/22/2013	CPPA HOWARD CHAN, TREAS.	1,435.00
172704	08/22/2013	EDUCAUSE	650.00
172705	08/22/2013	HILTON SEATTLE	579.69
172706	08/22/2013	PAPA	200.00
172707	08/22/2013	DAVID ROBINSON	73.03
172708	08/22/2013	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	26,368.75
172709	08/22/2013	CRESCENT STAFFING, INC.	8,694.00
172710	08/22/2013	DB MECHANICAL, INC.	7,229.00
172711	08/22/2013	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	11,111.76
172712	08/22/2013	EMCOR/Mesa Energy Systems	74,349.00
172713	08/22/2013	i3 SOLUTIONS	3,800.00
172714	08/22/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	1,904.00
172715	08/22/2013	LANDSCAPE DYNAMICS	4,972.36
172716	08/22/2013	NIMBLE CONSULTING	8,125.00
172717	08/22/2013	QUEZADA PRO LANDSCAPE, INC.	1,200.00
172718	08/22/2013	ROOF CONSTRUCTION	750.00
172719	08/22/2013	S & B FOODS CATERING DIVISION	175.07
172720	08/22/2013	S & B FOODS CATERING DIVISION	124.90
172721	08/22/2013	STRATA INFORMATION GROUP	11,120.55
172722	08/23/2013	COLLEGE OF THE CANYONS	200.00
172723	08/23/2013	PALOMAR COLLEGE CROSS COUNTRY	150.00
172724	08/23/2013	A1 INTERNATIONAL TV, INC.	338.35
172725	08/23/2013	AIR SOURCE INDUSTRIES, INC.	25.20
172726	08/23/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
172727	08/23/2013	BILLY TEES	466.56
172728	08/23/2013	COAST FITNESS REPAIR SHOP	600.00
172729	08/23/2013	COMPUTERLAND	138.00
172730	08/23/2013	DISH NETWORK	69.84
172731	08/23/2013	FISHER SCIENTIFIC	1,412.11

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Check Number	Check Date	Pay to the Order of	Check Amount
172732	08/23/2013	OFFICEMAX CONTRACT INC.	8,255.10
172733	08/23/2013	BOB PARRETT CONSTRUCTION	811.00
172734	08/23/2013	DAIRY DEPOT	45.65
172735	08/23/2013	ANTIMITE TERMITE & PEST CONTROL	120.00
172736	08/26/2013	AT&T	57.97
172737	08/26/2013	PYRAMID SCHOOL PRODUCTS	258.68
		Unpaid Sales Tax	20.69
		Expensed Amount	279.37
172738	08/26/2013	PYRO-COMM SYSTEMS	3,218.20
172739	08/26/2013	RIDDELL ALL AMERICAN	108.34
172740	08/26/2013	ANTHONY RODGERS OPERATIONS SUPERVISOR	9.69
172741	08/26/2013	S & B FOODS CATERING DIVISION	723.60
172742	08/26/2013	S & B FOODS CATERING DIVISION	723.60
172743	08/26/2013	S & B FOODS CATERING DIVISION	257.58
172744	08/26/2013	S & B FOODS CATERING DIVISION	723.60
172745	08/26/2013	SUMMER SERPAS	473.93
172746	08/26/2013	SMART LEVELS MEDIA	7,958.28
172747	08/26/2013	SO. COAST HIGHER EDUCAT. COUN.BRANDMAN UNIVERSITY	50.00
172748	08/26/2013	SOURCE GRAPHICS	1,458.00
172749	08/26/2013	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	454.68
172750	08/26/2013	LUIS MAURICIO VASQUEZ	700.00
172751	08/26/2013	VAVRNICK, TRINE & DAY	3,280.00
172752	08/26/2013	VERIZON	299.78
172753	08/26/2013	VWR INTERNATIONAL, INC.	46.93
172754	08/26/2013	WEST COAST LIGHTS & SIRENS, INC.	196.52
172755	08/26/2013	WENGER CORPORATION	5,994.80
172756	08/26/2013	DOUGLAS WESTLAKE	2,037.50
172757	08/26/2013	SMART & FINAL	349.50
172758	08/26/2013	CCCAOE	395.00
172759	08/26/2013	COADN-SOUTH DR. DIANE MOREY, TREASURER	250.00
172760	08/26/2013	DOUBLETREE HOTEL BY HILTON HOTEL PHOENIX TEMPE	302.62
172761	08/26/2013	WILL GLEN	256.67
172762	08/26/2013	HILTON PALM SPRINGS	506.28
172763	08/26/2013	SOPHIE MILLER	9,700.26
172764	08/26/2013	NCMPR DISTRICT 6 CONF. ATTN: BECKY OLSON	325.00
172765	08/26/2013	AT & T	27.74
172766	08/26/2013	AT&T	48.77
172767	08/26/2013	AT&T	1,634.23
172768	08/26/2013	PASCO SCIENTIFIC	299.37
172769	08/26/2013	PORT SUPPLY	99.36
172770	08/26/2013	RICOH USA, INC.	11.50
172771	08/26/2013	S & B FOODS CATERING DIVISION	1,450.98
172772	08/26/2013	S & B FOODS CATERING DIVISION	2,112.21
172773	08/26/2013	SARS SOFTWARE PRODUCTS, INC.	6,660.00
172774	08/26/2013	SchoolOutfitters.com	4,159.38
		Unpaid Sales Tax	291.18
		Expensed Amount	4,450.56

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
172775	08/26/2013	SEHI PROCOMP COMPUTER PRODUCTS	507.06
172776	08/26/2013	SYMPPLICITY CORPORATION	3,377.50
172777	08/26/2013	UNISOURCE WORLDWIDE INC.	8,575.25
172778	08/26/2013	WARD'S NATURAL SCIENCE	87.52
172779	08/26/2013	W A X I E	2,657.46
172780	08/26/2013	SMART & FINAL	263.20
172781	08/27/2013	DENISE M. HARRIS	312.00
172782	08/27/2013	DENISE M. HARRIS	312.00
172783	08/27/2013	BRAD MCREYNOLDS	432.00
172784	08/27/2013	BRAD MCREYNOLDS	432.00
172785	08/28/2013	G.J. AUTOMOTIVE EQUIPMENT CO.	28.00
172786	08/28/2013	GALE SUPPLY COMPANY	36,819.68
172787	08/28/2013	GOLF TEAM PRODUCTS	1,965.00
Unpaid Sales Tax			157.20
Expensed Amount			2,122.20
172788	08/28/2013	GORM, INC.	1,727.38
172789	08/28/2013	W. W. GRAINGER	2,775.84
172790	08/28/2013	MARLYS GRODT	1,000.00
172791	08/28/2013	HAITBRINK ASPHALT PAVING, INC.	1,160.00
172792	08/28/2013	HEAT TRANSFER SOLUTIONS %TRACY WILLIAMS	2,754.00
172793	08/28/2013	HITT MARKING DEVICES, INC.	784.73
172794	08/28/2013	ELIZABETH HORAN	425.50
172795	08/28/2013	HUMANSIZE	445.23
172796	08/28/2013	IRVINE VALLEY COLLEGE BOOKSTORE No. 895	2,638.44
172797	08/28/2013	JOHNSON FLOORING, INC.	4,900.00
172798	08/28/2013	DAVIT S. KHACHATRYAN,	86.11
172799	08/28/2013	KNORR SYSTEMS, INC.	64.78
172800	08/28/2013	GARY I. KUSUNOKI	230.00
172801	08/28/2013	DIANE LEWIS	219.65
172802	08/28/2013	MAIN GRAPHICS	2,644.69
172803	08/28/2013	MICHAEL LOWELL MC CORMICK	120.83
172804	08/28/2013	MC KESSON MEDICAL SURGICAL	1,657.34
172805	08/28/2013	McMASTER CARR SUPPLY CO.	30.22
172806	08/28/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	275.56
172807	08/28/2013	SALLIE MILLER	240.00
172808	08/28/2013	MONTGOMERY HARDWARE	539.11
172809	08/28/2013	NAT'L ASSO OF COLL/EMPLOYERS	400.00
172810	08/28/2013	NCMPR DISTRICT 6 CONF. ATTN: BECKY OLSON	450.00
172811	08/28/2013	NORTHWOOD HIGH SCHOOL FOOTBALL	250.00
172812	08/28/2013	NSCAA COLLEGE SERVICES PROGRAM	410.00
172813	08/28/2013	NUB GAMES, INC.	360.00
172814	08/28/2013	GENERAL BINDING CORP.	764.16
172815	08/28/2013	AT&T	550.82
172816	08/28/2013	AT&T	367.21
172817	08/28/2013	SPECTRUM CHEMICAL MFG. CORP.	123.90
172818	08/28/2013	DirecTV	109.99
172819	08/28/2013	PACIFIC COLLEGE TESTING	1,296.00
172820	08/28/2013	PARKWAY LAWNMOWER SHOP	138.11
172821	08/28/2013	PEOPLE ADMIN, INC.	849.90

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
172822	08/28/2013	PEOPLE STYLEWATCH	21.89
172823	08/28/2013	PHOENIX BUSINESS MACHINES, INC	4,550.00
172824	08/28/2013	U.S. POSTAL SERVICE ATTENTION: BULK MAIL	75.00
172825	08/28/2013	PRAXAIR DISTRIBUTION	114.43
172826	08/28/2013	PROAIR CONSTRUCTION SVCS. INC.	3,650.00
172827	08/28/2013	QUINN RENTAL SERVICES	1,305.32
172828	08/28/2013	S & B FOODS CATERING DIVISION	361.37
172829	08/28/2013	SARGENT WELCH	963.14
172830	08/28/2013	SCANTRON CORPORATION	897.00
172831	08/28/2013	UNISOURCE WORLDWIDE INC.	10,056.58
172832	08/28/2013	UNITED RENTALS	1,279.10
172833	08/28/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	140.24
172834	08/28/2013	VISTA PAINT CORPORATE OFFICE	1,690.20
172835	08/28/2013	VOGUE	24.00
172836	08/28/2013	WALTERS WHOLESALE ELECTRIC	1,252.77
172837	08/28/2013	XEROX CORPORATION	180.55
172838	08/28/2013	XEROX CORPORATION	6,258.79
172839	08/28/2013	DISH NETWORK	447.64
172840	08/29/2013	ABC SCHOOL EQUIPMENT, INC.	4,827.00
172841	08/29/2013	CAL UNITED CONSTRUCTION GROUP	2,120.00
172842	08/29/2013	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	17,564.04
172843	08/29/2013	ENVIRON INTERNATIONAL CORP.	1,259.81
172844	08/29/2013	G & G ENGINEERING, INC.	2,450.00
172845	08/29/2013	i3 SOLUTIONS	3,350.00
172846	08/29/2013	MC KENNA LONG & ALDRIDGE, LLP	675.00
172847	08/29/2013	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES	32,100.00
172848	08/29/2013	NEUDESIC, LLC	73,015.50
172849	08/29/2013	RGP PLANNING & DEVELOPMENT SERVICES	24,402.12
172850	08/29/2013	SWINERTON BUILDERS	164,253.72
172851	08/29/2013	SYNERGY SOFTWARE SOLUTIONS	9,880.00
172852	08/29/2013	BRASSFINDERS, INC.	2,402.12
		Unpaid Sales Tax	167.20
		Expensed Amount	2,569.32
172853	08/29/2013	CCLC/CCCAA CCCAA	9,725.00
172854	09/03/2013	BAYLEY CONSTRUCTION	529,459.14
172855	09/03/2013	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	1,395.10
172856	09/03/2013	API FUND FOR PAYROLL EDUCATIONC/O AMERICAN PAYROLL ASSN	415.00
172857	09/03/2013	CESA-SC	35.00
172858	09/03/2013	CALPERS EDUCATIONAL FORUM 2013	325.00
172859	09/03/2013	CCCEOPSA CERRITOS COLLEGE	360.00
172860	09/03/2013	SAN JOSE MARRIOTT	618.24
172861	09/03/2013	KAREN MARTIN	542.32
172862	09/03/2013	NCBAA DR. MARIAN C. SHIVERS, DEAN	1,500.00
172863	09/03/2013	FOUR POINTS BY SHERATON LOS ANGELES INTL AIRPORT	251.94
172864	09/03/2013	WELLS FARGO #1598	283.39

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	6.34
		Expensed Amount	289.73
172865	09/03/2013	WELLS FARGO #2078	932.49
172866	09/03/2013	WELLS FARGO #4198	934.47
		Unpaid Sales Tax	38.98
		Expensed Amount	973.45
172867	09/03/2013	WYNDHAM GRAND	923.40
		PITTSBURGH DOWNTOWN	923.40
Total Number of Checks			658
			9,582,515.87

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	2	1,726.13
Reissue	1	5,596.50
Net Issue		9,575,193.24

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	570	4,278,857.74
12	Child Development Fund	10	2,807.84
40	Capital Outlay Fund	64	1,526,668.48
68	Self-Insurance Fund	6	7,720.86
71	Retiree Benefit Fund	5	3,763,047.23
Total Number of Checks		655	9,579,102.15
Less Unpaid Sales Tax Liability			3,908.91
Net (Check Amount)			9,575,193.24

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
010754	08/07/2013	OFFICEMAX CONTRACT INC.	384.21
010755	08/09/2013	CHRISTOPHER ELLIOTT	600.00
010756	08/09/2013	NANCY Y. LARRAGOITI	336.00
010757	08/09/2013	LORI WALKER	340.00
010758	08/09/2013	JAN WOOD	357.00
010759	08/09/2013	XEROX CORPORATION	578.64
010760	08/09/2013	CHRIS SAALBERG	1,656.00 *
Cancelled on 08/16/2013			
010761	08/14/2013	ACADEMIC BRIDGE ACADEMY, INC.	3,863.08
010762	08/14/2013	CHRISTOPHER ELLIOTT	260.00
010763	08/14/2013	OFFICEMAX CONTRACT INC.	166.09
010764	08/14/2013	CHARLES C. STILL SECURE LIVE SCAN	165.00
010765	08/14/2013	ACADEMIC BRIDGE ACADEMY, INC.	13,295.42
010766	08/16/2013	ACADEMIC CHESS C/O ADAM BRODY	340.00
010767	08/16/2013	ALICIA MIGLIARINI dba CALINK INSTITUTE	1,291.02
010768	08/16/2013	CONSTANT CONTACT	744.00
010769	08/16/2013	PETER COSMAKOS, LLC	274.34
010770	08/16/2013	CULINARY COOKING KIDS, LLC	4,800.00
010771	08/16/2013	CURTIS M. ADNEY	1,380.00
010772	08/16/2013	NANCY D'ALEO-RUSSEY	320.00
010773	08/16/2013	ANTHONY GARCIA	2,040.00
010774	08/16/2013	MATHOBOTIX	6,106.80
010775	08/16/2013	TROY ROELEN dba PRO CAMP	1,422.34
010776	08/16/2013	PANDARIN ACADEMY LORALYN WOLF	640.84
010777	08/16/2013	ACADEMIC CHESS C/O ADAM BRODY	1,181.50 *
Reissued on 08/16/2013			
010778	08/16/2013	ACADEMIC CHESS C/O ADAM BRODY	1,181.50
010779	08/19/2013	CHRIS SAALBERG	240.00
010780	08/19/2013	ACADEMIC BRIDGE ACADEMY, INC.	13,295.42
010781	08/22/2013	SHARON MCCORMACK	325.00
010782	08/23/2013	PETER COSMAKOS, LLC	95.82
010783	08/23/2013	ESTELLA CASTILLO-GARRISON	21.30
010784	08/23/2013	GOOD TIMES TRAVEL, INC.	11,790.00
010785	08/23/2013	INCREDIFLIX, INC.	15,444.00
010786	08/23/2013	MAD SCIENCE OF ORANGE COUNTY	12,045.00
010787	08/23/2013	BILL NAPOLI	585.00
010788	08/23/2013	OFFICEMAX CONTRACT INC.	33.20
010789	08/30/2013	AVONNETTE BRUCE TUTORING	1,800.00
010790	08/30/2013	MAD SCIENCE OF ORANGE COUNTY	1,675.00
010791	08/30/2013	AVONNETTE BRUCE TUTORING	2,250.00
Total Number of Checks			38
			103,323.52

Includes checks for only Bank Account SC-CMED

	Count	Amount
Cancel	1	1,656.00
Reissue	1	1,181.50
Net Issue		100,486.02

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
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Fund Summary

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
09	SC Community Education Fund	36	100,486.02
	Total Number of Checks	36	100,486.02
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		<u>100,486.02</u>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 08/07/2013 through 09/03/2013

Check Number	Check Date	Pay to the Order of	Check Amount
009160	08/16/2013	ADVANCED TUTORING AMANDA CLICK	12,832.20
009161	08/16/2013	INCREDIFLIX, INC.	3,359.20
009162	08/20/2013	ACADEMIC CHESS C/O ADAM BRODY	1,425.00
009163	08/20/2013	SUSAN F. BOCK dba SUSAN BOCK AND ASSOCIATES	1,400.00
009164	08/20/2013	KAYLAA FOX	58.80
009165	08/30/2013	WORKSHOPS ON WELLNESS SABRINA BRADLEY-SKURNICK	341.25
Total Number of Checks			6
			19,416.45

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	6	19,416.45
Total Number of Checks		6	19,416.45
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			19,416.45

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: August/September 2013 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: Sub-award agreements, for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$81,000 for equipment, supplies and maintenance projects. During August/September 2013, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

Adobe Systems Inc. / Creative Cloud Enterprise Term License Agreement – For a three year Adobe site license. Irvine Valley College	\$73,590.00
VaultLogix. LLC Agreement – To provide one year of offsite storage and back-up for IT. District Services	\$60,000.00
Enovity Inc. Agreement – To provide commissioning services for the TAS Building Renovation Project at Saddleback College. District Services	\$59,492.00
Enovity Inc. Agreement – To provide commissioning services for the A400 Project at Irvine Valley College. District Services	\$59,065.00
Kelly Bennett Independent Contractor Agreement – To provide services which will increase visibility and community awareness of the Fine Arts and Technology division programs, effective 9/3/3 – 2/28/14. Saddleback College	\$45,500.00

Strata Information Group Professional Services Agreement – To provide consulting services relating to Business Process Analysis and the HR/Finance Systems Replacement Project, effective 9/1/13 – 8/31/16. District Services	\$38,400.00
P2S Engineering, Inc. Agreement – To provide lighting retrofit and engineering services campus wide. Irvine Valley College	\$28,500.00
Sheila Forsberg Independent Contractor Agreement – To provide professional services related to Human Resources issues, effective 7/1/13 – 6/30/14. District Services	\$25,000.00
CollegeSource Agreement – To license CollegeSource's u.achieve Degree Audit which will be deployed, integrated with its homegrown Student Information System and its educational planning application, My Academic Plan (MAP). District Services	\$24,500.00
Ametch Reliable Elevator Co. Independent Contractor Agreement – To provide elevator and maintenance services, effective 7/1/13 – 6/30/14. Saddleback College	\$21,294.37
Proair Agreement – To clean roof top unit and ductwork at the Business / General Studies Building due to fire clean-up. Saddleback College	\$19,850.00
Facilities Services Partners, Inc. Agreement – To provide operation and maintenance of Cogeneration at the Central Plant for the month of September 2013. Saddleback College	\$16,000.00
Newport Coast Community Center Community Program Agreement – To provide community education classes for adults 50 years and older at the Newport Coast Community Center. Irvine Valley College	\$15,000.00 (Revenue)
New Vision Construction Agreement – To install new sound wall for Veteran's Support Services. Saddleback College	\$14,881.10

Hardy & Harper, Inc. Agreement – To replace asphalt around the Transportation Bldg. Saddleback College	\$14,193.00
Bob Parrett Construction Agreement – To repair ceiling and walls at the Business / General Studies Bldg. on the 2 nd floor due to fire clean-up. Saddleback College	\$13,766.00
Lee Armstrong Company, Inc. Agreement – To replace flooring in the Science & Math Bldg. Rooms 348 & 349. Saddleback College	\$12,885.00
Haitbrink Asphalt Paving, Inc. Agreement – To extend ADA parking areas in Lot 10 & 13. Saddleback College	\$11,780.00
Barber & Gonzales Consulting Group Independent Contractor/Consulting Agreement – To facilitate the Leadership Team regarding design and implementation of the August 2013 Management Retreat held August 8-9, 2013 at the Hyatt Regency Suites located in Palm Springs, CA. Saddleback College	\$11,500.00
Tustin Unified School District Consulting Agreement – IVC will provide counseling support to Early College students at Beckman High School during the 2013-2014 academic years. Irvine Valley College	\$11,000.00 (Revenue)
Marlys Grodt Independent Contractor Agreement – To provide professional services related to Human Resources issues, effective 7/1/13 – 6/30/14. District Services	\$10,000.00
gkkworks Amendment No. 1 – To add supplemental dry utility survey services to the existing contract for the ATEP Land Exchange Demolition Project. Total revised contract amount is \$56,550.00. District Services	\$9,050.00
Scantron Renewal Agreement – To provide technology support and software maintenance of Class Climate and ParScore used throughout the campus for evaluations, surveys, etc. Saddleback College	\$8,412.00

Paton Group Maintenance Agreement - Renewal of annual maintenance contracts to include recertification of UPrint. Saddleback College	\$7,925.28
Southland Instruments, Inc. Independent Contractor/Consultant Agreement – To repair and recondition microscopes, effective 7/1/13 – 6/30/14. Irvine Valley College	\$7,752.00
Employment Development Dept. of CA (EDD) Trade Act Educational Agreement – To provide training for EDD client to complete a Certificate of Achievement in Real Estate for the period of 8/19/13 – 12/19/14. Irvine Valley College	\$7,320.00 (Revenue)
New Vision Construction Agreement – To install an automatic door opener on the 3 rd floor of the Learning Resource Center. Saddleback College	\$7,068.00
3M Library Systems Contracts Service Agreement – Annual service agreement for library security gates and software, effective 7/1/13 – 6/30/14. Irvine Valley College	\$6,336.00
Bob Parrett Construction, Inc. Agreement – To repair and replace ceiling tiles and T-bars in the Science and Math Bldg. Rooms 348 & 349. Saddleback College	\$6,287.00
Marist College Independent Contractor Agreement – To perform business analysis activities in support of the Predictive Analytics project. District Services	\$6,200.00
Lake Forest Sun & Sail Club Independent Instructors Agreement – To provide community education classes for adults 50 years and older at the Sun & Sail Club. Irvine Valley College	\$6,000.00 (Revenue)
ATI American Technologies, Inc. Agreement – For environmental remediation services at the Business / General Studies Bldg. Room 359. Saddleback College	\$5,850.00

Donovan Bros. Golf, Inc. Amendment No. 3 – To extend the golf driving range management agreement from July 1, 2013 to December 31, 2013 with a right to terminate without cause at any time with a thirty day prior notice in writing. Saddleback College	\$5,000.00 (Estimated Revenue)
Quick Caption Independent Contractor / Consultant Agreement – To provide captioning services for hearing impaired students. Irvine Valley College	\$5,000.00
CollegeSource Agreement – To establish a Tomcat web server environment for deploying the web-based components of u.achieve. District Services	\$5,000.00
Goodwill Industries of Orange County Independent Contractor Agreement – To provide interpreting services for hearing impaired students. Irvine Valley College	\$5,000.00
CollegeSource Agreement – To provide ongoing support for the MAP integration after the initial implementation. District Services	\$4,900.00
Authorized Repair Specialists Preventative Maintenance Agreement – To provide preventative maintenance on 2 sterilizers. Saddleback College	\$3,370.00
H2 Environmental Consulting Services, Inc. Amendment No. 1 – To increase number of air samples for the Hazardous Materials Project Monitoring Services Agreement at the Business / General Studies Building at Saddleback College for fire clean-up. Total revised contract amount is \$59,755.00. District Services	\$3,350.00
Scott McCloud Independent Contractor Agreement – For speaking engagement on 9/8/13 to staff and faculty, as part of the Distinguished Academic Lecture Series (DALs). Irvine Valley College	\$3,000.00
Julius Ibanez Independent Contractor/Consultant Agreement – To serve as discipline expert to the Paramedic Program for their re-accreditation process, effective 7/1/13 – 6/30/14. Saddleback College	\$3,000.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

Employment Development Dept. of CA (EDD) Trade Act Educational Agreement – To provide training for EDD client to complete a Certificate of Achievement in Accounting for the period of 8/19/13 – 6/30/14. Irvine Valley College	\$2,778.00 (Revenue)
Mark IV Communications, Inc. Independent Contractor Agreement – To install new cables throughout the Emergency Operations Center Conference Room. Irvine Valley College	\$2,500.00
Orange County Business Journal Advertising Space Agreement – To provide advertisement in the OC Business Journal on 9-16-13. Irvine Valley College	\$2,030.00
Fred Mills Training Solutions Independent Contractor Agreement – To provide ARMS Computer Aided Dispatch and Records Management System training to the IVC Police Department, effective 6/25/13 – 6/30/14. Irvine Valley College	\$2,000.00
VenTek International Independent Contractor Agreement – To host server and process transactions for the IVC Police Dept, effective 7/1/13 – 6/30/14. Irvine Valley College	\$1,900.00
Quinn Rental Quote Agreement – To rent a boom lift on 8-12-13. Saddleback College	\$1,305.32
Fontis Solutions Independent Contractor Agreement – For printing of administrative citation books. Irvine Valley College	\$1,200.00
Freedom Communications Advertising Agreement – For advertisement in the September OC Register magazine. Irvine Valley College	\$1,100.00
Carl Jones Independent Contractor Agreement – To provide P.O.S.T. Training and Perishable Skills Training: tactical communications course and arrest & control tactics for the police department. Irvine Valley College	\$1,000.00

Bruce Bishop Independent Contractor / Consultant Agreement – To facilitate the parliamentary procedures at the Brown Act Workshop at the ASIVC Retreat on Friday, August 16, 2013. Irvine Valley College	\$800.00
Le Paige Band Independent Contractor Agreement – To provide music for Welcome Week on Tuesday, August 20, 2013. Irvine Valley College	\$400.00 (ASG Funds)
Funflicks Agreement - To provide a 16-ft backyard movie screen and host on 9-5-13 from 7:00 p.m. – 10:00 p.m. Saddleback College	\$352.39 (ASG Funds)
Funflicks Agreement - To provide a 16-ft backyard movie screen and host on 10-1-13 from 7:00 p.m. – 10:00 p.m. Saddleback College	\$352.39 (ASG Funds)
Funflicks Agreement - To provide a 16-ft backyard movie screen and host on 11-5-13 from 7:00 p.m. – 10:00 p.m. Saddleback College	\$352.39 (ASG Funds)
Kevin Miso Independent Contractor Agreement – To provide music for Welcome Week on Monday, August 19, 2013. Irvine Valley College	\$300.00 (ASG Funds)
Carisa Montooth Independent Contractor / Consultant Agreement – To facilitate the True Colors Workshop on 8/16/13. Irvine Valley College	\$300.00
Ryan Lerman Independent Contractor Agreement – Guest artist for the Saddleback College Music Program on 8-29-13. Saddleback College	\$250.00
Orange County Rescue Mission Memorandum of Understanding – For the temporary use of a portion of a parking lot at ATEP. ATEP	\$0.00
Phoenix Group Information Systems Addendum No. 1 Agreement – To add an Administration Citation Processing Program to existing contract, with all other terms and conditions remaining the same. Irvine Valley College	\$0.00

Pacific Clinics Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
CHOC Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program with instructor. Saddleback College	\$0.00
CHOC Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program without instructor. Saddleback College	\$0.00
Richard D. Roth, Esq., Roth Carney APC Amendment No. 2 Agreement – To extend the termination date of the contract from 7/1/12 to 9/30/13. No change to the contract amount of \$80,000.00. District Services	\$0.00
University of Central Florida Research Subaward Agreement Amendment No. 1 – To extend the performance period from 8/31/13 to 10/31/13. Irvine Valley College	\$0.00
Advanced Billing Consultants Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program, with school instructor on hospital premises. Saddleback College	\$0.00
County of Orange Amendment No. 1 – To extend the existing agreement for Workforce Training through the 2013/2014 fiscal year with no changes to the existing language. Irvine Valley College	\$0.00

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the contracts as shown above.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Cogeneration & Central Plant Operation, Maintenance Equipment Refresh & Environmental Compliance Services, Bid No. 2009

ACTION: Approval

BACKGROUND

Saddleback College contracts operational, maintenance and environmental compliance services associated with their Central Plant. The existing contract expired with a month to month contract underway. There is a need to contract for these services for the next five years.

STATUS

On May 10 and 17, 2013, Bid No. 2009, the Saddleback College Cogeneration & Central Plant Operation, Maintenance Equipment Refresh & Environmental Compliance Services project was advertised. On May 28, 2013, three bidders provided prequalification packages (EXHIBIT A) and two were prequalified to bid the project. Two bids were received on July 19, 2013. Staff reviewed the bids and recommends award to the lowest bid meeting all specifications submitted by Veolia Energy Solutions, LLC for a total amount of \$2,788,000.

Funds are available in the college (general fund) for these expenses.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Saddleback College: Cogeneration & Central Plant Operation, Maintenance Equipment Refresh & Environmental Compliance Services, Bid No. 2009 and approve the Agreement (EXHIBIT B) with Veolia Energy Solutions, LLC for a term of five years with a total contract value of \$2,788,000 commencing on October 1, 2013.

BID NO. 2009
Saddleback College
Cogeneration and Central Plant Operation
and Maintenance Services

COMPANY NAME

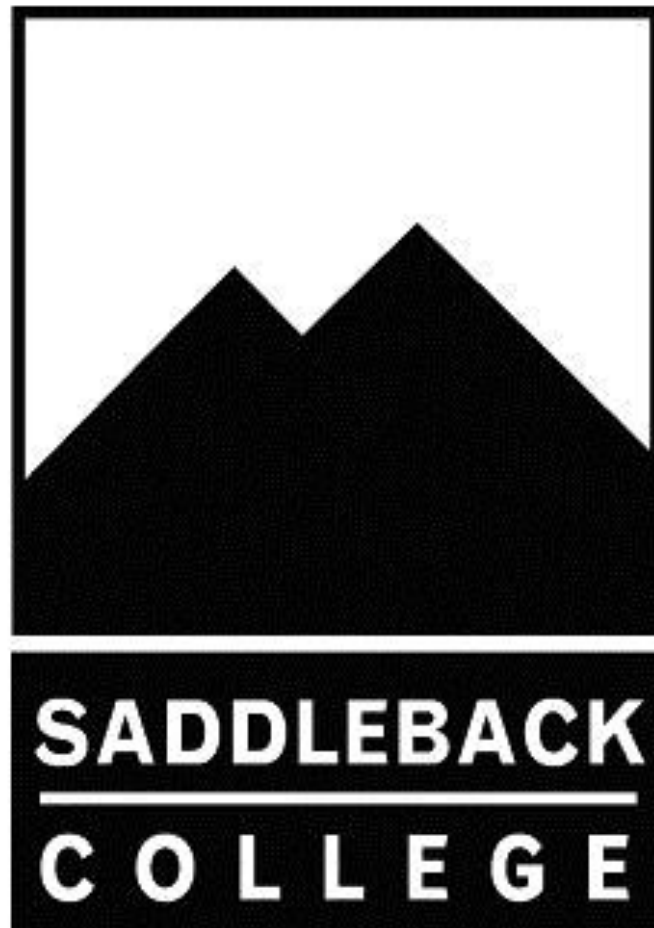
CITY

SUBMITTOR'S
NAME

California Power Partners, Inc.	Poway, CA	Joe Silva
*Veolia Energy Solutions, LLC	Los Angeles, CA	John Ritter
Johnson Controls, Inc.	Whittier, CA	Ernie Jur

*** Recommended for Cogeneration and Central Plant Operation and Maintenance Services**

**CONTRACT FOR COGENERATION
CENTRAL UTILITY PLANT OPERATION
SERVICES**



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services***CONTRACT****BETWEEN THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND VEOLIA ENERGY SOLUTIONS, LLC****FOR THE COGENERATION AND CENTRAL PLANT OPERATION, MAINTENANCE, EQUIPMENT REFRESH
AND ENVIRONMENTAL COMPLIANCE SERVICES**

This Agreement, hereinafter referred to as "CONTRACT", for the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services as further described herein is made and entered into as of the date fully executed by and between South Orange County Community College District, a political subdivision of the State of California, hereinafter referred to as "DISTRICT" and Veolia Energy Solutions, LLC, with a place of business at 53 State Street, 14th Floor, Boston, MA 02109, hereinafter referred to as "CONTRACTOR", which are sometimes individually referred to as "PARTY" or collectively referred to as "PARTIES."

RECITALS

WHEREAS, CONTRACTOR responded to a Request for Pre-Qualification and BID to provide Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services, as further set forth herein; and

WHEREAS, CONTRACTOR responded and represented that its proposed services shall meet or exceed the requirements and specifications of the BID; and

WHEREAS, CONTRACTOR agrees to provide services as more specifically described in the Scope of Work, attached hereto as **Attachment A** and incorporated herein; and,

WHEREAS, DISTRICT agrees to pay CONTRACTOR the fees as further set forth in CONTRACTOR's Pricing, attached hereto as **Attachment B** and incorporated herein;

NOW, THEREFORE, PARTIES mutually agree as follows:

ARTICLES**General Terms and Conditions:**

- A. **Governing Law and Venue:** This CONTRACT has been reviewed and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this CONTRACT, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the PARTIES hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure section 394. Furthermore, PARTIES specifically agree to waive any and all rights to request that an action be transferred for trial to another County.
- B. **Entire CONTRACT:** This CONTRACT, including all BID documents (including but not limited to Addenda 1 through 9), Attachments and Exhibits, which are attached hereto and incorporated herein by this reference, when accepted by the CONTRACTOR either in writing or by the shipment of any article or other commencement of performance hereunder, contains the entire CONTRACT between the PARTIES with respect to the matters herein and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on the DISTRICT unless authorized by the DISTRICT in writing. Electronic acceptance of any additional terms, conditions or supplemental contracts by any DISTRICT employee or agent, including but not limited to installers of software, shall not be valid or binding on the DISTRICT unless accepted in writing by the DISTRICT's Purchasing Agent or his designee.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

- C. **Amendments – Changes/Extra Work:** No alteration or variation of the terms of this CONTRACT shall be valid unless made in writing and signed by PARTIES; no oral understanding or CONTRACT not incorporated herein shall be binding on either of PARTIES; and no exceptions, alternatives, substitutes or revisions are valid or binding on the DISTRICT unless authorized by the DISTRICT in writing.

CONTRACTOR shall make no changes to this CONTRACT without DISTRICT's written consent. In the event that there are new or unforeseen requirements, the DISTRICT with CONTRACTOR's concurrence has the discretion to request official changes at any time without changing the intent of this CONTRACT.

If the DISTRICT's-initiated changes, or changes in laws or government regulations affect price, CONTRACTOR's ability to deliver services, or the project schedule, CONTRACTOR shall give the DISTRICT written notice no later than seven calendar days from the date the law or regulation went into effect or the date the change was proposed by the DISTRICT and CONTRACTOR was notified of the change. Such changes shall be agreed to in writing and incorporated into a CONTRACT amendment. Said amendment shall be issued by the DISTRICT -assigned Purchasing Agent, shall require the mutual consent of all PARTIES, and may be subject to approval by the DISTRICTS' Board. Nothing herein shall prohibit CONTRACTOR from proceeding with the work as set forth in this CONTRACT.

- D. **Taxes:** Unless otherwise provided herein or by law, price quoted includes California state sales or use tax.
- E. **Delivery:** Time of delivery of goods or services is of the essence in this CONTRACT. The DISTRICT reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or description, or services that do not conform to the prescribed Scope of Work. Delivery shall not be deemed to be complete until all goods, or services, have actually been received and accepted in writing by the College Project Manager.
- F. **Acceptance/Payment:** Unless otherwise agreed to in writing by the College Project Manager, 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of the College Project Manager, and 2) payment shall be made in arrears after satisfactory acceptance and within 30 calendar days upon the College Project Manager's receipt of an approved invoice submitted in accordance with the terms set forth herein, unless otherwise stated. The invoice must be verified and approved by the Saddleback College's Manager and is subject to routine processing requirements of the DISTRICT.

Payments made by the DISTRICT shall not preclude the right of the DISTRICT from thereafter disputing any items or services involved or billed under this CONTRACT and shall not be construed as acceptance of any part of the services.

- G. **Warranty:** CONTRACTOR expressly warrants that goods/services covered by this CONTRACT are fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon CONTRACTOR's part to indemnify, defend and hold the DISTRICT and its indemnities as identified in **Article "Q"**, and as more fully described in **Article "Q"**, harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by the DISTRICT by reason of the failure of the goods/services to conform to such warranties, CONTRACTOR's negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law. Notwithstanding anything contained herein to the contrary, CONTRACTOR shall not warrant the equipment, material or supplies provided in connection with the Work, unless manufactured or materially altered from its original manufactured state by

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

CONTRACTOR. CONTRACTOR shall assign and pass through to DISTRICT any and all manufacturer warranties.

- H. **Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this CONTRACT, CONTRACTOR shall be solely responsible for clearing the right to use any patented or copy-righted materials in the performance of this CONTRACT. CONTRACTOR warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third PARTY. CONTRACTOR agrees that, in accordance with the more specific requirement contained in Article "P", it shall indemnify, defend and hold the DISTRICT and the DISTRICT INDEMNITEES harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.
- I. **Assignment or Subcontracting:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the PARTIES. Furthermore, the performance of this CONTRACT and any portion thereof assigned or subcontracted by CONTRACTOR must be in conformance with **Public Contracting Code 4100 et.al.** Any attempt by CONTRACTOR to assign, subcontract or transfer the performance or any portion thereof of this CONTRACT shall be invalid and shall constitute a breach of this CONTRACT.

The provisions of this Article are subject to, and subordinate to the limitations of **Attachment A - Article III – Use, Rules, Regulations, and Operational Requirements.**

- a. **Transfers:** CONTRACTOR shall not transfer, assign, or hypothecate (hereinafter referred to as "Transfer") any interest of CONTRACTOR in the Project Site.
 - b. **Bankruptcy Transaction:** If CONTRACTOR assumes this CONTRACT and proposes to assign the same pursuant to the provisions of the UNITED STATES BANKRUPTCY CODE, 11 U.S.C. §§101, *et seq.*, then notice of such proposed assignment shall be given to the DISTRICT.
 - i. The name and address of proposed assignee,
 - ii. All of the terms and conditions of such offer, and
 - iii. Adequate assurance to the DISTRICT of the proposed assignee's future performance under the CONTRACT, including, without limitation, the assurance referred to in the United States Bankruptcy Code, 11 U.S.C. §365(b)(3).
 - iv. Any person or entity to which this CONTRACT is assigned pursuant to the provisions of the United States Bankruptcy Code, 11 U.S.C. §§101, *et seq.*, shall be deemed without further act or deed to have assumed all of the obligations arising under this CONTRACT on and after the date of such assignment. Any such assignee shall upon demand execute and deliver to the DISTRICT an instrument confirming such assumption.
- J. **Non-Discrimination:** In the performance of this CONTRACT, CONTRACTOR agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. CONTRACTOR acknowledges that a violation of this provision shall subject CONTRACTOR to all the penalties imposed for a violation of Anti-Discrimination Law or regulation, including but not limited to, Section 1720 *et seq.* of the California Labor Code.
- K. **Termination By DISTRICT:** In addition to any other remedies or rights it may have by law and those set forth in this CONTRACT, the DISTRICT has the right to terminate this CONTRACT without penalty immediately with cause or after 30 days' written notice without cause, unless

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

otherwise specified, see d. Termination Claim below. Cause shall be defined as any breach of CONTRACT for which the DISTRICT provides 10 days written notice to CONTRACTOR and CONTRACTOR does not cure within that period, or any misrepresentation or fraud on the part of the CONTRACTOR. Exercise by the DISTRICT of its right to terminate the CONTRACT shall relieve the DISTRICT of all further obligations, except for any outstanding payment obligations. The right of either PARTY to terminate this CONTRACT hereunder shall not be affected in any way by its waiver of or failure to take action with respect to any previous default.

- a. Termination for Default: If CONTRACTOR is in default of any of its obligations under this CONTRACT and has not commenced cure within 10 days after receipt of a written notice of default from the DISTRICT and cured such default within the time specified in the notice, the DISTRICT shall immediately be entitled to either commence resolution in accordance with this paragraph or to terminate this CONTRACT by giving written notice to take effect immediately. The DISTRICT may terminate this CONTRACT and all of its obligations hereunder with or without prior notice to CONTRACTOR and may exercise all rights of entry for default and breach, if CONTRACTOR fails to perform on any of its obligations under this CONTRACT including but not limited to the following:
 - i. Failure of CONTRACTOR to maintain the quality of service to the satisfaction of the DISTRICT as required by Attachment A – Scope of Work in this CONTRACT, after service of a five day notice to correct the condition.
 - ii. Not providing enough properly skilled workers or proper materials.
 - iii. Persistently disregarding laws and or ordinances.
 - iv. Not proceeding with the work as agreed to herein.
 - v. Substantially violating any provision of this CONTRACT.
 - vi. A general assignment for the benefit of creditors and any transfer without the prior written approval by the DISTRICT.
 - vii. The voluntary abandonment or discontinuance of service by CONTRACTOR.
 - viii. The violation by CONTRACTOR of any of the terms of any insurance policy referred to in the CONTRACT.
 - ix. If CONTRACTOR is found by the OSHA, DSA, AHJ, other government regulatory or successor agency to have committed repeated willful violations of specified safety standards in the conduct of CONTRACTOR's business.
 - x. The violation of any written directions of the DISTRICT consistent with this CONTRACT.
 - xi. The appointment of a receiver to take possession of all, or substantially all, the assets of CONTRACTOR located in the Project Site or of CONTRACTOR's rights in the Project Site.
 - xii. CONTRACTOR discontinues operations for 24 hours or more.
 - xiii. The failure of CONTRACTOR to obtain from any local, state or federal agency the necessary license or operating permit required for service.
- b. Conditions of Project Site Upon Termination or Default: Except as otherwise agreed to herein, upon termination or default of this CONTRACT, CONTRACTOR shall redeliver possession of said Project Site to the DISTRICT in substantially the same condition that existed immediately prior to CONTRACTOR's entry thereon, reasonable wear and tear, flood, earthquakes, war and any act of war, excepted. References to the termination of the CONTRACT in this CONTRACT shall include termination by reason of expiration.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

- c. **Disposition of Abandoned Personal Property:** If CONTRACTOR abandons or quits the CONTRACT or is dispossessed thereof by process of law or otherwise, title to any personal property belonging to CONTRACTOR and left on the Project Site 15 days after such event shall be deemed to have been transferred to the DISTRICT. The DISTRICT shall have the right to remove and to dispose of such property without liability therefore to CONTRACTOR or to any person claiming under CONTRACTOR, and shall have no need to account therefore. Personal property left on the Project Site after termination, expiration, or abandonment of the CONTRACT shall not be construed as giving CONTRACTOR possession of the Project Site during the 15 days after termination, expiration or abandonment of the CONTRACT.
- d. **Termination Claim:** Upon termination the DISTRICT agrees to pay CONTRACTOR for all services performed prior to termination which meet the requirements of CONTRACT and a stipend of \$15,000.00, provided, however, that such compensation plus previously paid compensation shall not exceed the total compensation set forth in CONTRACT. DISTRICT also agrees to reimburse CONTRACTOR for any funds CONTRACTOR has advanced to DISTRICT in connection with this CONTRACT, including but not limited to, unamortized capital. Upon termination or other expiration of this CONTRACT, each PARTY shall promptly return to the other PARTY all papers, materials, and other properties of the other held by each for purposes of execution of the CONTRACT. In addition, each PARTY will assist the other PARTY in orderly termination of this CONTRACT and the transfer of all aspects, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each PARTY.
- L. **Termination By CONTRACTOR:** In addition to any other remedies or rights it may have by law and those set forth in this CONTRACT, the CONTRACTOR has the right to terminate this CONTRACT without penalty immediately with cause. Cause shall be defined as any breach of CONTRACT for which the CONTRACTOR provides 10 days written notice to the DISTRICT and the DISTRICT does not cure within that period, or any misrepresentation or fraud on the part of the DISTRICT. Exercise by the CONTRACTOR of its right to terminate the CONTRACT shall relieve the CONTRACTOR of all further obligations. The right of either PARTY to terminate this CONTRACT hereunder shall not be affected in any way by its waiver of or failure to take action with respect to any previous default.
- M. **Consent to Breach Not Waiver:** No term or provision of this CONTRACT shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the PARTY claimed to have waived or consented. Any consent by any PARTY to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- N. **Remedies Not Exclusive:** The remedies for breach set forth in this CONTRACT are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this CONTRACT does not preclude resort by either PARTY to any other remedies provided by law.
- O. **Independent CONTRACTOR:** CONTRACTOR shall be considered an independent CONTRACTOR and neither CONTRACTOR, employees nor anyone working for CONTRACTOR under this CONTRACT shall be considered an agent or an employee of the DISTRICT. Neither the CONTRACTOR, employees nor anyone working for the CONTRACTOR under this CONTRACT shall qualify for workers' compensation or other fringe benefits of any kind through the DISTRICT.
- P. **Performance:** CONTRACTOR shall perform all work under this CONTRACT, taking necessary steps and precautions to perform the work to the College Project Manager's satisfaction. CONTRACTOR shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by CONTRACTOR under this CONTRACT. CONTRACTOR shall perform all work diligently,

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of the College Project Manager required in its governmental capacity, in connection with performance of the work; and, if permitted to subcontract, shall be fully responsible for all work performed by subcontractors.

Q. Indemnification and Insurance:

Indemnification Provisions: To the full extent permitted by law, CONTRACTOR, at the CONTRACTOR'S sole cost and expense, agrees to indemnify, fully defend with counsel reasonably approved in writing by the DISTRICT, and hold the DISTRICT, its elected and appointed officials, officers, employees, agents and those special districts and agencies which the DISTRICT's Board acts as the governing Board ("the DISTRICT INDEMNITEES") harmless from and against any and all claims, actions, demands, costs, judgments, liens, penalties, damages, losses, anticipated losses of revenues and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any negligent act or omission by the CONTRACTOR or any or its officers, agents, employees, subcontractors, sub-subcontractors, any person performing any of the work pursuant to a direct or indirect contract with the CONTRACTOR or individual entities comprising the CONTRACTOR, in connection with or relating to, or claimed to be in connection with or relating to the work, this Contract, or the Project, including but not limited to any costs or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;
- (c) any breach of duty, obligation or requirement under the Project Documents;
- (d) any failure to coordinate the work of other contractors;
- (e) any failure to provide notice to any party as required under the Project Documents;
- (f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- (g) any failure to protect the property of any utility company or property owner.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT's interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

If judgment is entered against CONTRACTOR and the DISTRICT by a court of competent jurisdiction because of the concurrent active negligence of the DISTRICT or the DISTRICT INDEMNITEES, CONTRACTOR and the DISTRICT agree that liability will be apportioned as determined by the court. Neither PARTY shall request a jury apportionment.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

Insurance Provisions: CONTRACTOR agrees to purchase all required insurance at CONTRACTOR's expense and to deposit with the DISTRICT certificates of insurance, including all endorsements required herein, necessary to satisfy the DISTRICT that the insurance provisions of this CONTRACT have been complied with and to keep such insurance coverage and the certificates and endorsements therefore on deposit with the DISTRICT during the entire term of this CONTRACT. This CONTRACT shall automatically terminate at the same time CONTRACTOR's insurance coverage is terminated. If within 10 business days after termination under this Article CONTRACTOR obtains and provides evidence of the required insurance coverage acceptable to the DISTRICT this CONTRACT may be reinstated at the sole discretion of the DISTRICT. CONTRACTOR shall pay the DISTRICT \$3,000 for processing the reinstatement of this CONTRACT. Said \$3,000 processing cost may be adjusted annually, in accordance with CPI Index by the DISTRICT at their sole discretion.

CONTRACTOR agrees that CONTRACTOR shall not operate on the Project Site at any time the required insurance is not in full force and effect as evidenced by a certificate of insurance and necessary endorsements or, in the interim, an official binder being in the possession of the DISTRICT. In no cases shall assurances by CONTRACTOR, its employees, agents, including any insurance agent, be construed as adequate evidence of insurance. The DISTRICT will only accept valid certificates of insurance and endorsements, or in the interim, an insurance binder as adequate evidence of insurance. CONTRACTOR also agrees that upon cancellation, termination, or expiration of CONTRACTOR's insurance, the DISTRICT may take whatever steps are necessary to interrupt any operation from or on the Project Site until such time as the DISTRICT reinstates the CONTRACT.

If CONTRACTOR fails to provide the DISTRICT with a valid certificate of insurance and endorsements, or binder at any time during the term of the CONTRACT, the DISTRICT and CONTRACTOR agree that this shall constitute a material breach of the CONTRACT. Whether or not a notice of default has or has not been sent to CONTRACTOR, said material breach shall permit the DISTRICT to take whatever steps necessary to interrupt any operation from or on the Project Site, and to prevent any persons, including, but not limited to, members of the general public, and CONTRACTOR's employees and agents, from entering the Project Site until such time as the DISTRICT is provided with adequate evidence of insurance required herein. CONTRACTOR further agrees to hold the DISTRICT harmless for any damages resulting from such interruption of business and possession, including, but not limited to, damages resulting from any loss of income or business resulting from the DISTRICT's action.

All CONTRACTORS performing work on behalf of CONTRACTOR pursuant to this CONTRACT shall obtain insurance subject to the same terms and conditions as set forth herein for CONTRACTOR. CONTRACTOR shall not allow CONTRACTORS or subcontractors to work if CONTRACTORS have less than the level of coverage required by the DISTRICT from CONTRACTOR under this CONTRACT. It is the obligation of CONTRACTOR to provide written notice of the insurance requirements to every CONTRACTOR and to receive proof of insurance prior to allowing any CONTRACTOR to begin work within the Project Site. Such proof of insurance must be maintained by CONTRACTOR through the entirety of this CONTRACT and be available for inspection by the DISTRICT representative at any reasonable time.

CONTRACTOR shall be responsible for reimbursement of any deductible to the insurer. Any self-insured retentions (SIRs) or deductibles shall be clearly stated on the Certificate of Insurance.

If CONTRACTOR fails to maintain insurance according to the terms of the Agreement for the full term of this CONTRACT, the DISTRICT may terminate this CONTRACT.

Qualified Insurer: The policy or policies of insurance must be issued by an insurer which meets the minimum insurance company ratings as determined by the most current edition of the **Best's Key**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

Rating Guide/Property-Casualty/United States or www.ambest.com shall be A- (Secure Best's Rating) and VIII (Financial Size Category). A California admitted carrier is preferred.

If the carrier is a non-admitted carrier in the state of California, DISTRICT Risk Management retains the right to approve or reject carrier after a review of the company's performance and financial ratings.

This policy or policies of insurance maintained by CONTRACTOR shall provide the minimum limits and coverage as set forth below:

Coverage	Minimum Limits
Commercial General Liability with broad form property damage and Contractual liability	\$2,000,000 combined single limit per occurrence \$4,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 combined single limit per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence

The DISTRICT, their officers employees, and all other Agents and Representatives shall be added as an additional insured on all insurance policies required by this CONTRACT with respect to work done by CONTRACTOR under the terms of this CONTRACT (except Worker's Compensation/Employers' Liability). An additional insured endorsement evidencing that the DISTRICT is an additional insured shall accompany the Certificate of Insurance.

All insurance policies required by this CONTRACT shall be primary insurance, and any insurance maintained by the DISTRICT shall be excess and non-contributing with insurance provided by these policies. An endorsement evidencing that CONTRACTOR's insurance is primary and non-contributing shall specifically accompany the Certificate of Insurance for the Commercial General Liability.

All insurance policies required by this CONTRACT shall give the DISTRICT 30 days' notice in the event of cancellation. This shall be evidenced by an endorsement separate from the Certificate of Insurance. In addition, the cancellation clause must include language as follows, which edits the pre-printed ACORD certificate.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

The PARTIES to this CONTRACT shall waive all rights to subrogation against each other and their respective members of the Board, its elected and appointed officials, officers, agents and employees when acting in the scope of their appointment or employment.

Commercial General Liability policy shall contain a severability of interests clause.

CONTRACTOR is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Workers' Compensation or be self-insured in accordance with the provisions of that code. CONTRACTOR will comply with such provisions and shall furnish the DISTRICT satisfactory evidence that CONTRACTOR has secured, for the period of this CONTRACT, statutory Workers' Compensation insurance and Employers' Liability insurance with minimum limits of \$2,000,000 per occurrence.

Insurance certificates should be forwarded to Saddleback Maintenance and Operations, 28000 Marguerite Parkway, Mission Viejo, CA 92692, ATTN: John Ozurovich.

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If CONTRACTOR fails to provide the insurance certificates and endorsements within seven (7) days of notification by DISTRICT, or designee, award may be made to the next qualified vendor.

The DISTRICT expressly retains the right to require CONTRACTOR to increase or decrease insurance of any of the above insurance types throughout the term of this CONTRACT. Any increase or decrease in insurance will be as deemed by The DISTRICT Risk Manager as appropriate to adequately protect the DISTRICT. The cost of any increase shall be reimbursed by the DISTRICT.

The DISTRICT shall notify CONTRACTOR in writing of changes in the insurance requirements. If CONTRACTOR does not deposit copies of acceptable certificates of insurance and endorsements with the DISTRICT incorporating such changes within thirty days of receipt of such notice, this CONTRACT may be in breach without further notice to CONTRACTOR, and the DISTRICT shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit CONTRACTOR's liability hereunder nor to fulfill the indemnification provisions and requirements of this CONTRACT.

- R. **Bills and Stop Notices:** CONTRACTOR shall pay promptly all indebtedness for labor, materials and equipment used in performance of the work. In the event of a Stop Notice the CONTRACTOR shall promptly procure the Stop Notice release and, in accordance with the requirements of [Article "Q"](#), indemnify, defend, and hold the DISTRICT harmless and be responsible for payment of all costs, damages, penalties and expenses related to or arising from or related thereto.
- S. **Changes:** [See Article C.](#)
- T. **Change of Ownership:** [See Article I.](#)
- U. **Force Majeure:** CONTRACTOR shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this CONTRACT caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided CONTRACTOR gives written notice of the cause of the delay to the College Project Manager within 36 hours of the start of the delay and CONTRACTOR avails himself of any available remedies.

If either PARTY hereto shall be delayed or prevented from the performance of any act required hereunder by reason of acts of God, restrictive governmental laws or regulations or other cause without fault and beyond the control of the PARTY obligated (financial inability excepted), performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay. However, nothing in this Article shall excuse either PARTY from the prompt payment of any fees or other charge required of that PARTY except as may be expressly provided elsewhere in this CONTRACT.

- V. **Confidentiality:** CONTRACTOR agrees to maintain the confidentiality of all DISTRICT and the DISTRICT-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this CONTRACT. All such records and information shall be considered confidential and kept confidential by CONTRACTOR and CONTRACTOR's staff, agents and employees.
- W. **Compliance with Laws:** CONTRACTOR represents and warrants that CONTRACTOR's services shall fully comply, at CONTRACTOR's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by the DISTRICT Board Policies in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by the DISTRICT. CONTRACTOR acknowledges that the DISTRICT is relying on CONTRACTOR to ensure such compliance, and

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pursuant to the requirements of [Article "Q"](#), CONTRACTOR agrees that it shall defend, indemnify and hold the DISTRICT and the DISTRICT INDEMNITEES harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws. Notwithstanding anything contained herein to the contrary, CONTRACTOR shall not be liable for any violations of law, including any permit violations, not caused by CONTRACTOR's negligence. For example, CONTRACTOR shall not be liable for permit violations resulting from the DISTRICT's decision not to repair or replace equipment specified by CONTRACTOR.

- X. **Freight (F.O.B. Destination):** CONTRACTOR assumes full responsibility for all transportation, transportation scheduling, packing, handling, insurance, storage, and other services associated with delivery of all products deemed necessary under this CONTRACT. That includes but is not limited to all next day, second day delivery services required by the DISTRICT at its discretion to expedite material delivery.
- Y. **Pricing:** CONTRACT price, as more fully set forth in [Attachment B – CONTRACTOR's pricing](#), shall include full compensation for providing all required goods or services in accordance with required specifications, or when applicable, in the scope of services attached to this CONTRACT, and no additional compensation will be allowed therefore, unless otherwise provided for in this CONTRACT.
- Z. **Terms and Conditions:** CONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this CONTRACT.
- AA. **Headings:** The various headings and numbers herein, the grouping of provisions of this CONTRACT into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.
- BB. **Severability:** If any term, covenant, condition or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- CC. **Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.
- DD. **Attorney's Fees:** In any action or proceeding to enforce or interpret any provision of this CONTRACT, or where any provision hereof is validly asserted as a defense, each PARTY shall bear its own attorney's fees, costs and expenses.
- EE. **Interpretation:** This CONTRACT has been reviewed and executed at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this CONTRACT. In addition, each PARTY has been represented by experienced and knowledgeable independent legal counsel of their own choosing, or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each PARTY further acknowledges that they have not been influenced to any extent whatsoever in executing this CONTRACT by any other PARTY hereto or by any person representing them, or both. Accordingly, any rule of law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this CONTRACT against the PARTY that has drafted it is not applicable and is waived. The provisions of this CONTRACT shall be interpreted in a reasonable manner to affect the purpose of the PARTIES and this CONTRACT.
- FF. **Authority:** PARTIES to this CONTRACT represent and warrant that this CONTRACT has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.
- GG. **Employee Eligibility Verification:** CONTRACTOR warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its

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employees performing work under this CONTRACT meet the citizenship or alien status requirement set forth in Federal statutes and regulations. CONTRACTOR shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees for the period prescribed by the law. CONTRACTOR shall indemnify, defend with counsel approved in writing by the DISTRICT, and hold harmless, the DISTRICT, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against CONTRACTOR or the DISTRICT or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this CONTRACT.

HH. The DISTRICT's Obligations: The DISTRICT shall provide reasonable means of access to the site. The College Project Manager shall coordinate the operation of its existing facilities at the Project Site to permit CONTRACTOR to perform the work required under the CONTRACT at times agreeable to the College Project Manager. CONTRACTOR shall be permitted to control and/or operate all facilities or equipment necessary to perform the services herein described and beginning at a time and date approved by the Saddleback College Director of Facilities or designee.

Saddleback College shall be responsible to perform the following tasks:

- Supply adequate fuel and water to maintain environmental conditions at the site as specified in the equipment manufacturer's Operation & Maintenance manuals and Waukesha original installation guidelines.
- Saddleback College shall maintain all other equipment that is not covered under the terms of this CONTRACT that has direct relation and effect to the safe and proper operation of the Equipment covered under this CONTRACT in accordance with the equipment manufacturer's Operation & Maintenance manuals.
- Saddleback College shall maintain all service and maintenance records for the Gensets and other equipment used with respect to this CONTRACT, and have them available to CONTRACTOR as required. Such records include, but are not limited to, all records necessary to maintain Saddleback College's permits with the South Coast Air Quality Management District (SCAQMD) and any other governmental agency.
- Saddleback College shall provide access to parking at the site for two (2) CONTRACTOR vehicles; CONTRACTOR shall be responsible to purchase parking permits for all vehicles to be parked on campus.
- Saddleback College will provide storage space for spare parts.

In the event of an emergency, Saddleback College shall cause the immediate shut down operation of the equipment when there is an appreciable risk that continuing operations will result in significant damage to the equipment, cause personal injury or will result in any violation of any applicable permits or laws relating to the operation of the equipment.

Saddleback College shall provide CONTRACTOR with safety information and requirements related to the Project Site, but this information shall in no way relieve the CONTRACTOR of any and all safety requirements by others. The CONTRACTOR shall provide as a post award submittals, both a Health and Safety manual and a Personal Protective Equipment manual to be kept on file without review with the College.

Additional Terms and Conditions:

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1. **Scope of Services:** This CONTRACT, including Attachments, specifies the contractual terms and conditions by which CONTRACTOR shall provide the services, as described in **Attachment A - Scope of Work**, under a firm fixed level pay CONTRACT, as set forth herein.
2. **Scope Changes:** A Change in Scope of services shall occur when and as CONTRACTOR's costs of providing services under this CONTRACT change as a result of:
 - 2.1. any change in Project operations, personnel qualifications or staffing or other cost which is a result of Force Majeure;
 - 2.2. a Change of Law
 - 2.3. DISTRICT's request of CONTRACTOR and CONTRACTOR's consent to provide additional services or services in a manner materially different from the manner specified in CONTRACTOR's proposal (e.g., capital work projects requiring separate mobilization efforts).

For Changes in Scope described in Sections 2.1 and 2.2, the fixed compensation shall be increased by an amount equal to CONTRACTOR's additional cost associated with the Change in Scope plus ten percent (10%). The DISTRICT and CONTRACTOR shall negotiate an increase in CONTRACTOR's compensation for Changes in Scope based on 2.3.

For purposes of this provision, "**Change of Law**" means any of the following acts, events or circumstances to the extent that compliance therewith materially increases CONTRACTOR's cost of performing or scope of obligations under this CONTRACT:

- (a) The adoption, amendment, promulgation, issuance, modification, repeal or written change in administrative or judicial interpretation of any law on or after the date of this CONTRACT;
- (b) The order or judgment of any governmental body issued on or after the date of this CONTRACT (unless such order or judgment is issued to enforce compliance with law which was effective as of the date of this CONTRACT) to the extent such order or judgment is not the result of willful or negligence action, error or omission or lack of reasonable diligence of CONTRACTOR or the DISTRICT, whichever is asserting the occurrence of a Change in Law; provided, however, that the contesting in good faith or the failure in good faith to contest any such order or judgment shall not constitute or be construed as such a willful or negligent action, error or omission or the lack of reasonable diligence; and
- (c) The imposition of a term, condition or requirement which is more stringent or burdensome than the CONTRACT requires in connection with the issuance, renewal of, any governmental approval, to the extent that such occurrence is not the result of willful or negligent action, error or omission or a lack of reasonable diligence of the CONTRACTOR or the DISTRICT, whichever is asserting the occurrence of a Change in Law; provided, however, that the contesting in good faith or the failure in good faith to contest any such occurrence shall not be construed as such a willful or negligent action or lack of reasonable diligence.

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3. **CONTRACT Term:** This CONTRACT shall be effective October 1, 2013 and shall continue for five (5) years from that date unless otherwise terminated by the DISTRICT.
4. **Faithful Payment and Performance Bonds:** CONTRACTOR will provide to the DISTRICT a Faithful Payment and Performance Bond in an amount equal to 100 percent of the 5 year CONTRACT amount. Bonds must be submitted to the DISTRICT on the DISTRICT provided forms within seven (7) calendar days of award notification and prior to the official CONTRACT award. Prior to the provisions of services under this CONTRACT, CONTRACTOR agrees to purchase the required bond at CONTRACTOR's expense and to deposit with the DISTRICT the required bond necessary to satisfy the DISTRICT requirements and to keep such bond on deposit with the DISTRICT during the entire term of this CONTRACT. Said bond shall be secured from an admitted surety company authorized to conduct surety insurance in California and satisfactory to DISTRICT Risk Management and in accordance with the General Conditions.

If any surety upon any bond furnished in connection with this CONTRACT becomes unacceptable to the DISTRICT, or if any such surety fails to furnish reports as to its financial condition from time to time as requested by the DISTRICT, CONTRACTOR shall promptly furnish such additional security as may be required by the DISTRICT from time to time to protect the interests of the DISTRICT and of persons supplying labor or materials in the prosecution of the work contemplated by this CONTRACT.

The DISTRICT shall return bonds to CONTRACTOR after successful completion of all CONTRACTOR's obligations and services required under the CONTRACT.

5. **Adjustments – Scope of Work:** Subject to the provisions of Section 2, no other adjustments made to the scope of work will be authorized or paid for without prior written approval of the DISTRICT.
6. **DISTRICT Security:** CONTRACTOR, CONTRACTOR's employees and CONTRACTOR's subcontractors must sign for Saddleback College keys and purchase parking passes for each vehicle parked on campus.
 - a. **Driving Endorsement:** In addition to obtaining College keys, CONTRACTOR's staff must also purchase parking passes for each vehicle parked on campus. The parking passes must be obtained from the campus police office within 30 days of CONTRACT execution, unless other arrangements have been coordinated by Saddleback Colleges' Director of Facilities or designee in writing.
 - b. **Identification:** DISTRICT requires that each contractor's person be identifiable at all times and display contractor ID.
 - i. All persons within the operation areas of Saddleback College are required to display, on their person, a contractor ID.
 - ii. The loss of an ID shall be reported within 24 hours to the Saddleback College Police and the Saddleback College Maintenance Department (949) 582-4880.
 - iii. CONTRACTOR shall submit the names, addresses, and driver's license numbers for all CONTRACTOR personnel who will be engaged in work under this CONTRACT to the Saddleback College Maintenance department within 14 days after award of the CONTRACT or within seven days after the start of any new CONTRACTOR personnel and/or prior to the start of any work.
7. **Civil Rights:** CONTRACTOR attests that services provided shall be in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; Title II of the Americans with Disabilities Act of 1990, and other applicable State and federal laws and

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regulations prohibiting discrimination on the basis of race, color, national origin, ethnic group identification, age, religion, marital status, sex or disability.

8. **Conditions Affecting Work:** CONTRACTOR shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this CONTRACT and to know the general conditions which can affect the work or the cost thereof. Any failure by CONTRACTOR to do so will not relieve CONTRACTOR from responsibility for successfully performing the work without additional cost to the the DISTRICT. The DISTRICT assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this CONTRACT, unless such understanding or representations by the DISTRICT are expressly stated in the CONTRACT.
9. **Conflict of Interest – CONTRACTOR's Personnel:** CONTRACTOR shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the DISTRICT. This obligation shall apply to CONTRACTOR; CONTRACTOR's employees, agents, and relatives; sub-tier CONTRACTORS; and third Parties associated with accomplishing work and services hereunder. The DISTRICT has and, maintains a zero tolerance gift policy. CONTRACTOR's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the DISTRICT.
10. **Conflict of Interest – DISTRICT Personnel:** The DISTRICT's Board policy prohibits its employees from engaging in activities involving a conflict of interest. CONTRACTOR shall not, during the period of this CONTRACT, employ any DISTRICT employee for any purpose.
11. **Contingent Fees:** CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit or secure this CONTRACT upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees of CONTRACTOR or bona fide established commercial or selling agencies maintained by CONTRACTOR for the purpose of securing business.

For breach or violation of this warranty, the DISTRICT shall have the right to terminate this CONTRACT in accordance with the termination clause and at its sole discretion to deduct from the CONTRACT price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee from CONTRACTOR.

12. **CONTRACT Disputes:** PARTIES shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this CONTRACT is not disposed of in a reasonable period of time by CONTRACTOR's Project Manager and the DISTRICT, such matter shall be brought to the attention of the DISTRICT's Purchasing Agent by way of the following process:
 - a. CONTRACTOR shall submit to the DISTRICT a written demand for a final decision regarding the disposition of any dispute between the PARTIES arising under, related to, or involving this CONTRACT, unless the DISTRICT, on its own initiative, has already rendered such a final decision.
 - b. CONTRACTOR's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the CONTRACT, CONTRACTOR shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the CONTRACT adjustment for which CONTRACTOR believes the the DISTRICT is liable.

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- c. Pending the final resolution of any dispute arising under, related to, or involving this CONTRACT, CONTRACTOR agrees to diligently proceed with the performance of this CONTRACT, including the delivery of goods and/or provision of services. CONTRACTOR's failure to diligently proceed shall be considered a material breach of this CONTRACT. Any final decision of the DISTRICT shall be expressly identified as such, shall be in writing, and shall be signed by the DISTRICT's Purchasing Agent or his designee. If the DISTRICT fails to render a decision within 90 days after receipt of CONTRACTOR's demand, it shall be deemed a final decision adverse to CONTRACTOR's contentions. The DISTRICT's final decision shall be conclusive and binding regarding the dispute unless CONTRACTOR commences action in a court of competent jurisdiction to contest such decision within 90 days following the date of the DISTRICT's final decision or one year following the accrual of the cause of action, whichever is later.
13. **CONTRACTOR's Expense:** CONTRACTOR will be responsible for all costs related to photo copying, telephone communications, fax communications, and parking while on the DISTRICT sites during performance of work and services under this CONTRACT.
14. **CONTRACTOR's Personnel:** CONTRACTOR warrants that all persons employed to provide service under this CONTRACT have satisfactory past work records indicating their ability to accept the kind of responsibility anticipated under this CONTRACT and possess sufficient experience and/or education to perform the services requested by the DISTRICT. CONTRACTOR's employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, required by the DISTRICT.
15. **CONTRACTOR's Project Manager and Key Personnel:** CONTRACTOR shall appoint a Project Manager to direct CONTRACTOR's efforts in fulfilling CONTRACTOR's obligations under this CONTRACT. This Project Manager shall be subject to approval by the DISTRICT and shall not be changed without the written consent of the DISTRICT, which consent shall not be unreasonably withheld.
- CONTRACTOR's Project Manager and CONTRACTOR personnel shall be assigned to this project for the duration of this CONTRACT and shall diligently pursue all work and services to meet the project time lines. The DISTRICT shall have the right to require the removal and replacement of CONTRACTOR's Project Manager from providing services to the DISTRICT under this CONTRACT. The DISTRICT shall notify CONTRACTOR in writing of such action. CONTRACTOR shall accomplish the removal within three (3) business days after written notice by the DISTRICT. The DISTRICT shall review and approve the appointment of the replacement for CONTRACTOR's Project Manager. The DISTRICT is not required to provide any additional information, reason or rationale in the event it elects to request the removal of CONTRACTOR's Project Manager from providing services to the DISTRICT under this CONTRACT.
16. **CONTRACTOR's Power and Authority:** CONTRACTOR warrants that it has the full power and authority to grant the rights herein granted and will hold the DISTRICT hereunder harmless from and against any loss, cost, liability and expense, including reasonable attorney fees, arising out of any breach of this warranty. Further, CONTRACTOR avers that it will not enter into any arrangement with any third party which might abridge any rights of the DISTRICT under this CONTRACT.
17. **CONTRACTOR's Responsibility:** CONTRACTOR shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other commodities/services furnished by CONTRACTOR under this CONTRACT. CONTRACTOR shall perform such professional services as may be necessary to accomplish the work required to be performed under and in accordance with this CONTRACT.

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CONTRACTOR shall supply all licenses and permits required to perform this work in accordance with local restrictions and shall pay all fees resulting there from.

18. **The DISTRICT's Designated Representative:** Saddleback College shall appoint a Manager, as specified in [Article 49 - Notices](#), to act as liaison between the DISTRICT and CONTRACTOR during the term of this CONTRACT. The Saddleback College's Manager shall coordinate the activities of the Saddleback College staff assigned to work with CONTRACTOR.
19. **Default – Re-Procurement Costs:** In case of default by CONTRACTOR, the DISTRICT may procure services from other sources. If the cost for those services is higher than under this CONTRACT, CONTRACTOR will be responsible for paying the DISTRICT the difference between CONTRACT cost and price paid, and the DISTRICT may deduct this cost from any unpaid balance due CONTRACTOR. The price paid by the DISTRICT shall be the prevailing market price at the time such purchase is made. This is in addition to any other remedies available under this CONTRACT and under law.
20. **Duty to Inform:** CONTRACTOR shall inform all employees assigned to work at the DISTRICT and all bargaining units representing said employees, that CONTRACTOR is the sole employer. In addition, CONTRACTOR shall notify all employees and their bargaining units that Saddleback College and the DISTRICT are not an employer of CONTRACTOR and has only contracted with CONTRACTOR to provide Cogeneration/Central Utility Plant services at the DISTRICT. Employees of CONTRACTOR should not expect employment at the DISTRICT during or beyond the term of this CONTRACT.
21. **Equal Employment Opportunity:** CONTRACTOR shall comply with U.S. Executive Order 11426 entitled, "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable State of California regulations as may now exist or be amended in the future. CONTRACTOR shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

Regarding handicapped persons, CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. CONTRACTOR agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation, and selection for training, including apprenticeship. CONTRACTOR agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

Regarding Americans with disabilities, CONTRACTOR agrees to comply with applicable provisions of Title 1 of the Americans with Disabilities Act enacted in 1990 as may now exist or be amended in the future.

22. **Errors and Omissions:** All reports, files and other documents prepared and submitted by CONTRACTOR shall be complete and shall be carefully checked by the professional(s) identified by CONTRACTOR as Project Manager and CONTRACTOR personnel attached hereto, prior to submission to the DISTRICT. CONTRACTOR agrees that the DISTRICT review is discretionary and CONTRACTOR shall not assume that the DISTRICT will discover errors and/or omissions. If the DISTRICT discovers any errors or omissions prior to approving CONTRACTOR's reports, files

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and other written documents, the reports, files or documents will be returned to CONTRACTOR for correction. Should the DISTRICT or others discover errors or omissions in the reports, files or other written documents submitted by CONTRACTOR after the DISTRICT approval thereof, the DISTRICT approval of CONTRACTOR's reports, files or documents shall not be used as a defense by CONTRACTOR in any action between the DISTRICT and CONTRACTOR, and the reports, files or documents will be returned to CONTRACTOR for correction.

23. **Existing Site Conditions:** Information respecting this site of work given in Scope of Work, drawings, and/or specifications has been obtained by the DISTRICT's representatives and it's believed to be reasonably correct, but the DISTRICT does not warrant either the completeness or accuracy of such information, and it is the responsibility of CONTRACTOR to verify all such information.
24. **Expenditure Limit:** CONTRACTOR shall notify the Saddleback College Manager in writing when expenditures against CONTRACT reach 75% of the dollar limit on the CONTRACT. The DISTRICT will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the CONTRACT unless an amendment to cover those costs has been issued.
25. **Firm Fixed Level Pay Price Quotes:** Prices quoted herein shall be firm, fixed and level for the period of CONTRACT.
26. **Gratuities:** CONTRACTOR warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by CONTRACTOR or any agent or representative of CONTRACTOR to any officer or employee of the DISTRICT with a view toward securing the CONTRACT or securing favorable treatment with respect to any determinations concerning the performance of the CONTRACT. For breach or violation of this warranty, the DISTRICT shall have the right to terminate CONTRACT, either in whole or in part, and any loss or damage sustained by the DISTRICT in procuring on the open market any services which CONTRACTOR agreed to supply shall be borne and paid for by CONTRACTOR. The rights and remedies of the DISTRICT provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the CONTRACT.
27. **Hazardous Conditions:** Whenever CONTRACTOR's operations create a condition hazardous to traffic or to the public, CONTRACTOR shall provide flagmen and furnish, erect and maintain control devices as are necessary to prevent accidents or damage or injury to the public at CONTRACTOR's expense and without cost to the DISTRICT. CONTRACTOR shall comply with the DISTRICT directives regarding potential hazards.
28. **Headings Not Controlling:** Headings used in the CONTRACT are for reference purposes only and shall not be considered in construing this CONTRACT.
29. **Inspections:** the DISTRICT or its authorized representative shall have the right at all reasonable times to inspect the operation to determine if the provisions of this CONTRACT are being complied with.
30. **Meet and Confer.** The DISTRICT and CONTRACTOR hereby agree to meet and confer in good faith in order to resolve any difference affecting the work that may arise during the course of this CONTRACT.
31. **Ownership of Documents:** The DISTRICT has permanent ownership of all directly connected and derivative materials produced under this CONTRACT by CONTRACTOR. All documents, reports, work product, intellectual property and other incidental or derivative work or materials furnished hereunder shall become, and remain, the sole property of the DISTRICT, may be used by the DISTRICT as it may require without additional cost to the DISTRICT, and shall be turned over to the DISTRICT upon demand. None of the documents, reports and other incidental or derivative

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work or furnished materials shall be used by CONTRACTOR for any other purpose without the express written consent of the DISTRICT.

32. **Precedence:** CONTRACT documents consist of this CONTRACT, all BID documents (including but not limited to Addenda 1 through 9) and attachments. In the event of a conflict between or among the CONTRACT documents, the order of precedence shall be (1) Addenda 1 through 9 and (2) the provisions of the main body of this CONTRACT, i.e., those provisions set forth in the recitals and articles of this CONTRACT, and the Attachments.
33. **Publication:** No copies of sketches, schedules, written documents, computer based data, photographs, maps or graphs, including graphic art work, resulting from performance or prepared in connection with this CONTRACT, are to be released by CONTRACTOR and/or anyone acting under the supervision of CONTRACTOR to any person, partnership, company, corporation, or agency, without prior written approval by the DISTRICT, except as necessary for the performance of the services of this CONTRACT. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be administered only by the DISTRICT unless otherwise agreed to by both PARTIES.
34. **Relationship of PARTIES:** The relationship of the PARTIES hereto is that of the DISTRICT and CONTRACTOR, and it is expressly understood and agreed that the DISTRICT does not in any way or for any purpose become a partner of CONTRACTOR in the conduct of CONTRACTOR's business or otherwise, or a joint venture with CONTRACTOR; and the provisions of this CONTRACT and the contracts relating to fees payable hereunder are included solely for the purpose of providing a method by which fee payments are to be measured and ascertained. This CONTRACT is intended for the sole benefit of the PARTIES hereto and their successors, and, unless otherwise provided herein, or by law, no rights are created, or are intended to be created, for the benefit of, or enforceable by, any third parties.
35. **Reports/Meetings:** CONTRACTOR shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this CONTRACT. The Saddleback College Manager and CONTRACTOR's Project Manager will meet weekly, monthly and quarterly, and on reasonable notice to discuss CONTRACTOR's performance and progress under this CONTRACT. If requested, CONTRACTOR's Project Manager and other project personnel shall attend all meetings. CONTRACTOR shall provide such information that is requested by the DISTRICT for the purpose of monitoring progress under this CONTRACT.
36. **Right to Audit/Records:**
- a. Defined: "CONTRACTOR's records" as referred to in this CONTRACT shall include any and all information, materials, and data of every kind and character in any format, including, but not limited to: records, accounts, financial transactions, books, papers, documents, recordings, notes, daily logs, supervisor reports, receipts, vouchers, memoranda, time sheets, time cards or other employee time tracking methods, payroll registers, payroll records, cancelled payroll checks, certified payroll, employee schedules (or other means of informing employees of their work schedules), any and all other agreements, sources of information and matters that may in the DISTRICT's sole discretion have any bearing on or pertain to any matters, rights, duties, or obligations under or covered by the CONTRACT, and any other of CONTRACTOR's records which may have a bearing on matters of interest to the DISTRICT in connection with CONTRACTOR's dealings with the DISTRICT to the extent necessary to adequately permit evaluation and verification of any or all of the following:
- i. Accuracy of amounts billed to the DISTRICT for services provided by CONTRACTOR.
- ii. Compliance with any requirement in this CONTRACT.

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- b. Availability: CONTRACTOR's records shall upon reasonable notice be open to inspection and subject to audit, review, and/or reproduction during normal business working hours at one location within the limits of Saddleback College in the State of California. Such audits may be performed by the DISTRICT or an outside representative engaged by the DISTRICT.

The Saddleback College Director of Facilities or designee, upon request of CONTRACTOR and at the Saddleback College Director of Facilities or designees sole discretion, may authorize records to be kept in a single location outside the limits of the DISTRICT in the State of California, provided CONTRACTOR shall agree to pay all expenses including, but not limited to, transportation, food, and lodging necessary for the Saddleback College Director of Facilities or designee to audit or review CONTRACTOR's records. Said right shall not be exercised by the Saddleback College Director of Facilities or designee more than once per calendar year.

Upon the request of the Saddleback College Manager, CONTRACTOR shall promptly provide, at CONTRACTOR's expense, necessary data to enable the DISTRICT to fully comply with any and every requirement of the State of California or the United States of America for information or reports relating to this CONTRACT and to CONTRACTOR's use of the DISTRICT. Such data shall include, if required, a detailed breakdown of CONTRACTOR's operations.

CONTRACTOR agrees to include a similar right for the DISTRICT to audit records and interview staff of any subcontractors related to performance of this CONTRACT.

- c. Period: the DISTRICT or its designee may conduct such audits or inspections throughout the term of this CONTRACT and for a period of three (3) years after final payment or longer if permitted by law.
- d. Methodology: the DISTRICT or designee may, without limitation by CONTRACTOR, conduct verifications including, but not limited to, inspection of records, observation of CONTRACTOR's employees in or about the DISTRICT Premises, and verification of information and amounts through interview and/or written communications with CONTRACTOR's employees or subcontractors.
- e. Maintenance: CONTRACTOR shall, at all times during the term of this CONTRACT, keep or cause to be kept true, complete records and accounts of all financial transactions in the operation of all business activities, of whatever nature, conducted in pursuance of the rights granted by the CONTRACT.
- f. Retention: All records shall be retained by CONTRACTOR for a period of the balance of the fiscal year in which the record was created, recorded, or otherwise prepared, plus five (5) years regardless of when this CONTRACT expires or CONTRACT terminated.

Should CONTRACTOR cease to exist as a legal entity, CONTRACTOR's records pertaining to this CONTRACT shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the DISTRICT.

- g. Accounting Year: Accounting year shall be 12 full calendar months and shall follow the DISTRICT's Fiscal calendar July 1st to June 30th.

Any portion of a year that is not reconciled, should the accounting year and the anniversary year of the CONTRACT commencement is not is same, shall be accounted for as if it were a complete accounting year.

Once an accounting year is established, it shall be continued through the term of the CONTRACT unless the DISTRICT Auditor-Controller specifically approves in writing a different accounting year. The DISTRICT Auditor-Controller shall only approve a change in

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accounting years in the event of undue hardship being placed on CONTRACTOR, and not because of mere convenience or inconvenience.

- h. Audit or Review Costs: The full cost of any audit or review, as determined by the DISTRICT, shall be borne by the DISTRICT. CONTRACTOR shall bear the full cost of any audit or review, in addition to any fee deductions applied from Attachment D – Schedule of Deductions, if any of the following conditions are found to exist as a result of the audit or review:
 - i. With respect to fees due to CONTRACTOR, an overpayment of more than a one percent difference between (a) the amount due CONTRACTOR as calculated by the audit or review and (b) the amount paid by the DISTRICT to CONTRACTOR for the identical period determined solely by the DISTRICT.
 - ii. CONTRACTOR has failed to maintain adequate and complete records and accounts in accordance with this article. The Saddleback College Manager or designee shall determine the adequacy of such records.
- i. Failure to Maintain Adequate Records: In addition to all other remedies available to the DISTRICT at law or in equity or under this CONTRACT, in the event that CONTRACTOR fails to maintain and keep records and accounts of its business operations conducted on or from the DISTRICT and/or source documents relating thereto, or to make the same available to the DISTRICT for audit or review, or to provide other information to the DISTRICT regarding fees paid to CONTRACTOR, the DISTRICT Manager, at the DISTRICT Manager's sole discretion, may:
 - i. Perform such inspections, audits, or reviews itself or through agents or employees as the DISTRICT and/or its auditors may deem appropriate to confirm the amount of fees paid to CONTRACTOR, and any and all costs and/or expenses incurred by the DISTRICT in connection therewith shall be promptly reimbursed to the DISTRICT by CONTRACTOR upon demand.
 - ii. Provide accounting services and/or a system for recording all operations by CONTRACTOR upon or from the DISTRICT, and, at the DISTRICT's option, maintain personnel on the DISTRICT to observe and/or record such operations during CONTRACTOR's business hours.

Costs payable by CONTRACTOR pursuant to this article shall include reimbursement to the DISTRICT provided services at such rates as the DISTRICT may, from time to time, in good faith, establish for such services. In the case of services provided by the DISTRICT's employees, such rates shall be sufficient to reimburse the DISTRICT for employees' salaries, including employee taxes and benefits and the DISTRICT's overhead or, at the DISTRICT's option, may be the rate for such services that would be charged by a qualified third party or parties, approved by the Saddleback College Manager, if engaged by the DISTRICT to perform such services.

37. **Rules and Regulations:** the DISTRICT may adopt and enforce rules and regulations which CONTRACTOR agrees to observe and obey, with respect to the use of the DISTRICT and its appurtenances, facilities, improvements, equipment and services.

CONTRACTOR shall comply with all DISTRICT rules and regulations and shall observe, obey, comply with and not otherwise hinder or obstruct any and all rules, regulations, laws, ordinances, statutes or orders of any governmental authority, whether Federal, State, or local, lawfully exercising authority over the DISTRICT or the activities thereon, including compliance with Division of State Architects (DSA), Authority Having Jurisdiction (AHJ), Police, Saddleback College Police, security rules, regulations and plans, Cal OSHA, the California Regional Water Quality Control Board Region 9, and the SCAQMD.

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To the fullest extent authorized by law, CONTRACTOR shall be liable to the DISTRICT for any and all claims, demands, damages, fines or penalties of any nature whatsoever which may be imposed upon the DISTRICT due to CONTRACTOR's violation of any governmental rules, regulations or standards as now or may hereafter be promulgated or enacted, including, but not limited to, the payment of any fines or penalties for any breach of security, arising directly or indirectly by the act, omission, negligence, abuse or carelessness on the part of CONTRACTOR, its employees, subtenants, agents or suppliers.

The DISTRICT shall not be liable to CONTRACTOR for any diminution or deprivation of possession, or of its rights hereunder, on account of the exercise of such right or authority as in this section provided, nor shall CONTRACTOR be entitled to terminate the whole or any portion of the rights granted herein by reason of the exercise of such right or authority, unless the exercise thereof shall so interfere with CONTRACTOR's use and occupancy of the Project Site so as to constitute a termination in whole or in part of this CONTRACT by operation of law in accordance with the laws of the State of California.

CONTRACTOR shall immediately notify the DISTRICT Police Department at 949-582-4585 of any fire, emergency, accident or reportable spill or release of fuel or Hazardous Substances. In addition the CONTRACTOR shall notify the Facilities Maintenance Department as soon as possible at 949-582-4880, and shall be required to reportable spills or releases for those that require notification to a government entity by any fire code or Environmental law as defined herein in Article "28" – Hazardous Conditions.

38. **Stop Work:** the DISTRICT may, at any time, by written stop work order to CONTRACTOR, require CONTRACTOR to stop all or any part of the work called for by this CONTRACT for a period of 90 working days after the stop work order is delivered to CONTRACTOR and for any further period to which PARTIES may agree. The stop work order shall be specifically identified as such and shall indicate it is issued under this clause. Upon receipt of the stop order, CONTRACTOR shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage. Within a period of 90 working days after a stop work order is delivered to CONTRACTOR or within any extension of that period to which PARTIES shall have agreed, the DISTRICT shall either:
 - a. Cancel the stop work order; or
 - b. Terminate CONTRACT immediately in whole or in part in writing as soon as feasible. The DISTRICT is not required to provide 30 days notice of the termination of the CONTRACT to CONTRACTOR if a stop work has been issued.
39. **Title to Data:** All materials, documents, data or information obtained from the DISTRICT data files or any the DISTRICT medium furnished to CONTRACTOR in the performance of this CONTRACT will at all times remain the property of the DISTRICT. Such data or information may not be used or copied for direct or indirect use by CONTRACTOR after completion or termination of this CONTRACT without the express written consent of the DISTRICT. All materials, documents, data or information, including copies, must be returned to the DISTRICT at the end of this CONTRACT.
40. **Validity:** If any term, covenant, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

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41. **Waiver of Rights:** The failure of the DISTRICT or CONTRACTOR to insist upon strict performance of any of the terms, covenants or conditions of this CONTRACT shall not be deemed a waiver of any right or remedy that the DISTRICT or CONTRACTOR may have, and shall not be deemed a waiver of the right to require strict performance of all the terms, covenants and conditions of the CONTRACT thereafter, nor a waiver of any remedy for the subsequent breach or default of any term, covenant or condition of this CONTRACT. Any waiver, in order to be effective, must be signed by the PARTY whose right or remedy is being waived.
42. **Craft Labor Time Records:** CONTRACTOR shall keep full, true and accurate records of the names and actual hours worked by the respective workers and laborers employed under this CONTRACT in accordance with California Labor Code and shall allow access to and provide upon request certified payroll to the DISTRICT, its agents or representatives and to any person having the authority to inspect the same as contemplated under the provisions of said California Labor Code, or when requested by the DISTRICT.
43. **Prevailing Wage (Labor Code §1773):** Pursuant to the provisions of Section 1773 of the Labor Code of the state of California, CONTRACTOR shall comply with the general prevailing rates of per diem wages and the general prevailing rates for holiday and overtime wages in this locality for each craft, classification, or type of worker needed to execute this CONTRACT. Rates are available from the Director of the Department of Industrial Relations at the following website: <http://www.dir.ca.gov/dlrs/DPreWageDetermination.htm>. CONTRACTOR shall post a copy of such wage rates at the job site and shall pay the adopted prevailing wage rates. CONTRACTOR shall comply with the provisions of Sections 1775 and 1813 of the Labor Code.
44. **Wages Rates:** CONTRACTOR shall post a copy of wage rates at the job site and shall pay the adopted prevailing wage as a minimum. CONTRACTOR shall comply with the provisions of Part 7, Chapter n of the California Labor Code including Section 1773, 1774, 1775, 1776, 1813, and 1815 of the Labor Code.
45. **Wage Rate Penalty:** Pursuant to the provisions of Section 1773 of the Labor Code of the state of California, CONTRACTOR shall forfeit to the DISTRICT, as a penalty, the sum identified within the Labor Code for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for work done under this CONTRACT, by CONTRACTOR or by subcontractors, in violation of the provisions of this CONTRACT. This shall be in addition to any imposed fees, penalties or fines imposed by the enforcement of the California Labor Code by other agencies.
46. **Withholding of Wage Differentials:** the DISTRICT may withhold from CONTRACTOR as much of any accrued payments as may be necessary to pay laborers, craft workmen and mechanics employed on the Project any difference between the rate of wages required to be paid pursuant to California law and the rate of wages actually paid to such laborers, craft workmen and mechanics.
47. **Consequential Damages:** It is specifically agreed and understood that neither party will be responsible to the other for any indirect, special, punitive, incidental or consequential loss or damage related to lost profits and opportunity costs arising out of this Contract.
48. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Saddleback College's Manager and CONTRACTOR's Project Manager routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate PARTY at the address stated herein or such

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other address as the PARTIES hereto may designate by written notice from time to time in the manner aforesaid.

Saddleback College: Saddleback College
Attn: Director of Facilities
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

cc: SOCCCD Purchasing
Attn: District Executive Director of Facilities, Planning and Purchasing
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

CONTRACTOR: Veolia Energy Solutions, LLC
Attn: President
53 State Street, 14th Floor
Boston, MA 02109

IN WITNESS WHEREOF, PARTIES hereto have executed this CONTRACT on the dates shown below their respective signatures below.

VEOLIA ENERGY SOLUTIONS, LLC

Signature	Print Name	Title: President	Date
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Signature	Print Name	Title: Secretary	Date
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** If CONTRACTOR is a corporation, signatures of two specific corporate officers are required as further set forth.*

- *The first corporate officer signature must be one of the following: 1) Chairman of the Board; 2) President; or 3) any Vice President.*
- *The second corporate officer signature must be one of the following: a) Secretary; b) Assistant Secretary; c) Chief Financial Officer; or d) Assistant Treasurer.*
- *In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.*

The DISTRICT AUTHORIZED SIGNATURE:

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services			
Signature	Print Name	Title	Date

APPROVED AS TO FORM

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BID #2009

For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services

Board Approved on: Date _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services***ATTACHMENT A
SCOPE OF WORK****I. INTRODUCTION**

Services to be provided shall include the operation and maintenance of: Power generation equipment while achieving/maintaining compliance with emissions limits specified under the SCAQMD permit, See [Exhibit IX – SCAQMD Permits](#). Chilled and Hot water production and systems maintenance. Repair and maintenance of High and Medium voltage power distribution systems inside both the Central Plant (CP) and Main Power House (SDG&E point of connection) and between these two buildings. All power generation related infrastructure (i.e. Cable, cable testing, communication cabling, fiber, battery charging circuits, interlocks...) between the Central Plant (CP) and Main Power House. This includes, but is not limited to the supply, support, procurement, remote systems monitoring, equipment monitoring, emissions equipment, emissions monitoring and service, necessary upgrades, preventive maintenance and periodic servicing, fuel management, equipment overhaul, maintenance, repair, replacement, the completion of all required forms including the California Energy Commissions' CEC-1304, and complete central plant operation. See [Exhibit VII – Condition Assessment](#) for a partial list of existing equipment and a current condition assessment of each item listed.

For this scope of work, CONTRACTOR is to provide cost effective, responsive, reliable, safe, environmentally responsible services for operations, maintenance, equipment replacement, and monitoring of the Central Plant and generating equipment pursuant to this Scope of Work and CONTRACTOR's best practices. CONTRACTOR is required to recommend and implement methodologies and procedures for:

- Central Plant start-up
- Establishment of the operating and maintenance program
- Implementation of safety and environmental procedures
- Utilization of the College work order system
- Balancing the providing of chilled/hot water with the generation of electricity
- Achieving compliance with the emissions limits
- Assuring conformance with equipment manufacturer's warranties and specified maintenance intervals and requirements to maintain manufacture warranties
- Documentation and reporting
- Preparation of standard operating procedures (SOPs) to operate with optimal efficiency
- Maintain a 95% off peak uptime and a 99.9% on peak and semi peak uptime.

The Central Plant has been in continuous operation for 10 years. At the start of the Contract period, the CONTRACTOR will evaluate existing equipment and establish new operating and maintenance programs. The CONTRACTOR will provide documentation, reporting, and SOPs and equipment manuals so as to operate the plant with optimal efficiency.

II. CP DESCRIPTION

The Central Plant currently provides 1.5 Megawatts of electrical power, and at award or shortly after award of this BID, a chilled water capacity of 2000 tons. The plant was designed with an "n+1" philosophy and the DISTRICT's expectation is that the philosophy shall be carried through the duration of this agreement. Any one of the major components, such as a generator, chiller, or main pump, can be out of commission at any time and the plant will still be able to provide electrical demand and adequate chilled water, with SDG&E utility supplied power.

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The plant has a tie into San Diego Gas and Electric (SDG&E) for 12kV electrical service, metered at Time of Use – ALTOU-Industrial rate schedule. A copy of a sample billings are contained in [Exhibit II](#).

The CP includes the following major components:

1. Power Generation and Distribution

- a. Two (2) Waukesha L7042GSI VHP, 750 kW, 12kV Natural Gas generator sets
- b. Three (3) Alan Bradley PLC Controls
- c. Wonderware InTouch graphical user interface and computers
- d. Engine Control Switches (ECS)
- e. Paralleling Switchgear and transfer switches
- f. Synchronizing panels and interlocks

2. Chemical Treatment

- a. Chemical controller and chemical feed system

3. Emissions Control and Monitoring

- a. Two (2) emission control systems from Emission Compliant Controls Corporation consisting of:
 - i. Silencers and catalyst
 - ii. ECOM J2KN Pro Gas Analyzer
 - iii. Probes

4. Chilled Water Production

- a. One (1) York 600 ton Centrifugal Chiller
- b. One (1) York 1000 ton Centrifugal Chiller
- c. One (1) Thermax 375 ton LT38T High Efficiency, PROCHILL®, Hot water fired Absorption chiller
- d. One (1) 400 ton Single Effect, Hot Water Absorption Chiller to be install after the award of this agreement; all repair, maintenance and operation costs will be addressed in this BID and an additive alternate and must be included with this BID response
- e. Pumps, Control Valves, and Variable-Frequency Drives (VFDs)
- f. Refrigerant Monitoring/Alarm system
- g. Chemical controller and feed system (Wallchem)
- h. Cooling tower chemical treatment
- i. Cooling tower water filtration sand filter
- j. Thermal Energy Storage, TES tank (currently inactive, requires testing and monitoring for future use)
 - i. Pumps
 - ii. Dehumidifier
 - iii. Bottled Salt Medium

5. Heat Rejection

- a. Two (2) Marley 108719003-NC Stainless Steel Cooling Towers
- b. Two (2) Cane engine exhaust heat exchangers
- c. Two (2) Engine jacket water plate heat exchangers
- d. Two (2) Engine auxiliary water heat exchangers
- e. Jacket Water Radiators
- f. Pumps, Control Valves, and VFDs

6. Engine Room Space Cooling

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

- a. Four (4) Roof mounted Direct Evaporative Coolers
- b. Two (2) Roof mounted Exhaust Fans

7. Electrical Switchgear and Chiller Room Cooling

- a. Six (6) Exhaust Fans

8. Building automation system

- a. Computrols
- b. Complete BacNet, N2 or Modbus integration of all future or replacement equipment to Computrols

9. Sewage Ejection Pump Station

- a. Dual pump sump system. Central Plant does not have gravity sewer drainage.

10. Fire Alarm

Notifier (maintained by the DISTRICT)

11. The major sub-systems that make up the CP are as follows:

- a. Chilled Water System:
 - i. The purpose of the chilled water system is to provide chilled water to the DISTRICT campus air handling units and related systems.
 - ii. The CP Chilled Water (CHW) system is a primary-secondary loop arrangement.
 - iii. The chilled water system consists of absorption and centrifugal chillers as described in II above. The 600 ton centrifugal chiller and all chilled water pumps are VFD driven and interfaced with and controlled by the Computrols Energy Management System.
 - 1. The absorption chillers act as a pre-cooler for the centrifugal chillers and are pipe in a “series” configuration upstream of the centrifugal chillers. When campus wide thermal load permits, the absorption chiller(s) can satisfy the chilled water production requirements.
 - 2. During thermal loads in excess of 375 tons, the 600 ton centrifugal chiller will run in series when the load permits with the absorption chiller to satisfy the campus wide thermal load.
- b. Condenser Water System

The purpose of the Condenser Water System is to provide cooling water for the absorption and centrifugal chiller condensers.
- c. Engine Waste Heat Rejection System/Hot Water Production
 - 1. Engine jacket water and exhaust heat are captured with plate exchangers and Cane exhaust heat capture systems and is used in conjunction with the gas fired boilers when necessary to heat the campus wide hot water loop, thereby satisfying the DISTRICT’s need for building heat, domestic hot water and pool heating.
- d. The Hot Water System is a closed loop water system.
 - 2. Electronic Control Systems
 - a. The purpose of the electronic control systems is to manage both chilled/hot water production as well as controlling pressures and flow.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services***e. Building Automation System**

- i. The Computrols Energy Management System provides campus wide control of all HVAC systems.

In addition to the components and sub-systems contained within the CP site, all of the 12 kV electrical cables, switches, oil and air cooled transformers in and between both the CP and Main Power house are a part of the maintenance responsibilities of the successful BIDDER, and required to be included in your BID response.

III. DESCRIPTION OF REFRESH EQUIPMENT AND SYSTEMS BY YEAR

Include in your BID response, all costs for the maintenance, repair and or replacement of the systems and or equipment as outlined in Section XI, in addition to all other previously outlined requirements.

IV. PLANT FAMILIARIZATION, TAKEOVER AND TRANSITION

The CONTRACTOR is to assume that the prior maintenance contract vendor will not provide any documentation of the previous 10 years of operation. CONTRACTOR will train themselves on the operation of the existing equipment and procedures including review of existing equipment, equipment documentation, equipment manuals, warranties, and emissions guarantees.

V. PLANT OPERATIONS

CONTRACTOR will submit a strategy to operate the plant in the most cost effective manner, taking into consideration San Diego Gas and Electric (SDG&E) KWh rate charges by season, SDG&E KW demand charges, natural gas rate charges by season, staffing costs, and associated demands maintenance, environmental compliance, and college calendar along with the colleges' normal hours of operation.

CONTRACTOR must provide a comprehensive operations plan that will address the requirements to have 24/7 monitoring and operation of the power generation, chilled/hot water systems, emission control systems, and high voltage distribution. CONTRACTOR will take into account the power and chilled/hot water requirements of the College complex throughout the year in addition to the SDG&E rate and demand schedules, and natural gas rate charges by season.

The following background information is provided with respect to the ongoing operations of the Central Plant and shall be used as a guide for the CONTRACTOR.

1. Power Generation:

- i. Power generation control is managed through the use of 3 each networked Alan Bradley PLCs with a Wonderware "InTouch" front end.
- ii. Prior to the gensets actually starting, a "request to start" signal can be sent to the Alan Bradley PLCs from the Wonder Ware GUI. The Alan Bradley PLCs will start up and control the set points for the pump outputs and pre-lubrication system start. After pre-lubrication is complete, the Alan Bradley PLC provides a Generator Start Permissive for generator operations and enables the manual start button on the front of the PLC and the wonder ware software start.
- iii. The Generator main breaker will send a signal to close ready for paralleling operation. Each Generator shall be set to Minimum Output of 250KW (33% of the generator capacity) and the maximum normal output of 750KW (100% of generator capacity). The plant will be required to import a minimum of 5 percent of kW demand from SDG&E during operation and will load follow on a continuous basis. Both engines will be started

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and synchronized. The utility import load shall be slowly ramped down to a value of 5% of demand and will continue to load follow. When the Load Demand exceeds 1500KW the college will import additional power for the utility as needed.

- iv. CONTRACTOR shall ensure the gen-sets are operated under adequate loads and in such way as to provide the required electrical power in an economical and efficient manner and so as to promote the longevity of the gen-sets. Operation will include the monitoring and management not only of the gen-sets themselves but also all associated switchgear, synchronization gear, main distribution panels and cabling and connections between gen-sets and distribution panels and the Main Campus Power House; as well as the operation, testing and documentation of the emissions systems. CONTRACTOR shall maintain a log of operating hours for every gen-set and associated emissions equipment as required by AQMD, C.A.R.B. as well as shall complete annual California Energy Commission California power plant owners CEC-1304 documentation.

2. Chilled Water Operation:

- i. Computrols is the Building Automation System currently controlling the chilled water product and the air conditioning systems and chillers thought-out the College.
- ii. For cooling loads less than 350 tons a 380 ton Absorption Chiller will be utilized.
- iii. For cooling loads less than 1000 tons a combination of 380 ton Absorption Chiller and a 600-ton Centrifugal Chiller equipped with a VFD drive will be utilized.
- iv. For cooling loads 1000 tons or grater a combination of Absorption Chillers and 600 or 1000 ton Centrifugal Chillers will be utilized.
 - 1. Stage one cooling < 380 tons
 - 2. Stage two cooling < 1000 tons
 - 3. Stage three cooling > 1000 tons
- v. Whenever an Absorption Chiller or a Centrifugal Chiller are operating, the main chilled water pumps operate in unison to maintain a differential pressure across the chilled water supply and return headers in the CP. The differential pressure set point will be reset by differential sensor in the CP

3. Chilled Water Delivery

- i. Design is for 42 to 45 degrees F water temp and 5 Pounds Per Square Inch Differential (psid) at the most remote monitored point and greater than 0 lbs. pressure on the Chilled water return at the central plant to avoid vacuum on the return leg.

4. Hot Water Delivery

- i. Design is for 10 to 15 degrees F delta water temp and 5 Pounds Per Square Inch Differential (psid) at the most remote monitored point and greater than 0 lbs. pressure on the hot water return at the central plant to avoid vacuum on the return leg.

5. Hot Water Operations

- i. Minimum Utilization of Waste Heat
 - 1. The chilled water absorption chiller(s) must use waste heat from the engines.
 - 2. The maximum heat therms must be directed to the hot water look while maintaining the engines operation within the engine manufactures operating specifications

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6. Operating Constraints

- i. SCAQMD Permit, See **Exhibit IX – AQMD** Permits.
 - 1. Permit requires emissions monitoring.
- ii. Engine Emissions and Emissions Reduction Requirements
 - 1. The engine's exhaust (before the oxidation catalyst) Nitrogen (NO_x), Carbon Monoxide (CO), Volatile Organic Hydrocarbons (VOCs) and Oxygen (O₂) concentrations, and flow rate shall not fluctuate by more than the limits specified in the applicable SCAQMD permit.

7. Air Quality Engine Permit Emission Limitations

- i. At all times, engine emissions to the atmosphere from each engine system shall not exceed permit limits.
- ii. Except during cold start-up, not to exceed 20 minutes
- iii. Source testing shall be conducted annually and for a minimum of 60 minutes. Testing shall be done for at least 30 minutes during normal operation (actual duty cycle) in addition, testing shall be done for NO_x and CO emissions for at least 15 minutes at: An engine's peak load, or the maximum load that can be practically achieved during the test, and at actual minimum load, excluding the idle, or the minimum load that can be practically achieved during the test.
- iv. The operator shall only use a source testing contractor that is approved by the executive officer under the district's laboratory approval program (LAP) for the necessary test methods, the operator shall comply with the procedures stated in rule 1110.2(F)(1)(C)(IV) through (VII) – amended 02/01/2008, regarding the submittal of the source test protocol, source testing reports and utilities for sampling and testing equipment.
- v. Maintain a monthly operating engine log that includes:
 - 1. Total hours of operations
 - 2. Type of gaseous fuel
 - 3. Fuel consumption (cubic feet of gas)
 - 4. Cumulative hours of operation since the last source test required in subparagraph (F)(1)(C) of rule 1110.2 – Amended 02-01-2008
 - 5. Log shall be updated daily and shall be available for inspection at any time
 - 6. See permit for complete requirements

8. Air Quality Boiler Permit Limitations

- i. At all times, Boiler emissions to the atmosphere from each boiler system shall not exceed permit limits.
- ii. Source testing shall be conducted annually.
- iii. The operator shall only use a source testing contractor that is approved by the California Air Resources Board in the required test methods for criteria pollutants to be measured and in compliance with district rule 304 and 217.
- iv. Maintain a monthly operating boiler log that includes:
 - 1. Total hours of operations

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2. Type of gaseous fuel
3. Fuel consumption (cubic feet of gas)
4. Cumulative hours of operation since the last source test.
5. Log shall be updated in conformity with the applicable permit and shall be available for inspection at any time.
6. See permit for complete requirements.

VI. EQUIPMENT AND SYSTEM MAINTENANCE

During the first year of the Agreement, CONTRACTOR is expected to provide normal planned maintenance and repair of the equipment in its bid price and will not be required to provide full service maintenance. If repair requires replacement, major overhauls, or other maintenance above normal planned maintenance, the First Year Repair Fund and related procedure will be used as described in Section X of this Attachment.

As part of its maintenance responsibilities for the equipment on the site, CONTRACTOR is requested to provide an equipment maintenance program including the following:

- Provide a reliable system operation between outages and obtain the highest possible efficiency and economy from all the plant components.
- Develop and implement routine maintenance program, inspection program and upgrade program to maximize safety, reliability, efficiency and economy, and adhere to environmental regulations and equipment manufacturers conditions for warranties, guarantees and defined maintenance schedule intervals.
- Provide and use OEM parts and avoid parts procurement related delays by maintaining an inventory of parts and equipment on hand to address failures requiring immediate repair.
- Performance monitoring to maintain optimum operations, provide warnings of problems in advance and reduce the probability of unscheduled performance limitations or shut downs.

CONTRACTOR shall explain how it will accomplish the following with respect to its maintenance program:

- Provide preventive and corrective maintenance services designed to ensure safe, reliable, economic and efficient operation of the generators as well as to prolong their useful life. This shall include maintaining all equipment according to their operations manuals and the Manufacturer's recommendations including schedule maintenance intervals. This shall also include the performance of maintenance activities to assure compliance with conditions associated with the manufacturers' warranties and guarantees. Periodic checks and oil sampling shall be conducted along with servicing required by accumulated operating hours.
- CONTRACTOR will maintain an inventory of parts, equipment and supplies on hand to address failures that require immediate repair. CONTRACTOR shall avoid parts procurement related delays, and avoid necessary down time to repairs.
- The CONTRACTOR will implement its, predictive, and corrective maintenance program for the following equipment. At a minimum, all work and parts must be Original Equipment Manufacturer (OEM) parts and or manufacture recommended materials for repairs. For all equipment in this scope, CONTRACTOR will provide maintenance services by in-house staff or by using third party contracts for the following equipment:

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-
- Engines/Generators
 - Emissions/Boilers and Engines
 - Absorption Chillers
 - Centrifugal Chillers
 - Cooling Towers
 - Pumps and Variable-frequency Drives (VFD's), including annual drive test and inspection
 - Direct Evaporative Coolers
 - Fans, fan coils, air conditioning units
 - Sewage ejector pump system
 - Medium voltage paralleling switchgear assembly (CP and Main Power House)
 - Medium voltage circuit breaker (CP and Main Power House)
 - Protective relays (CP and Main Power House)
 - Synchronization systems
 - Main control panel and control circuits
 - Meters and instruments (CP and Main Power House)
 - Batteries and chargers (CP and Main Power House)
 - 12 KV Cabling within and between CP and Main Power House
 - 12 KV Oil and air cooled transformers
 - Electronic Systems:
 - Electronic Controls (including PC workstations and laptops)
 - Trace Continuous Emission Monitoring System (CEMS) (including PC workstation, certification and calibration) Future installation!
 - Alan Bradley PLCs for Engine and Pump Management
 - Wonderware InTouch front end (including PC workstation)
 - System software and hardware upgrades shall be performed as recommended by the manufacturer and as they become available. This will include the remote monitoring, CEMS, and all other equipment identified herein. All software licenses shall be shared with the college.
 - Maintenance of Direct Digital Control (DDC) system field devices is also included. Field devices that are utilized specifically for the power generation and hot/chilled water systems are CONTRACTOR's responsibility. This includes items such as the natural gas meters, cooling system flow meters, valves and actuators, temperature and pressure sensors. CONTRACTOR must also perform annual and as-needed calibration of sensors.

The preceding list is provided as a guide. Any equipment or systems relating to the Central Plant and related generation equipment will also require maintenance and replacement by the CONTRACTOR or its third party contractors.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services***VII. ON SITE STAFFING AND RESPONSE TIMES**

CONTRACTOR shall provide a combination of on-site staff coverage along with times when there are no operators physically at the CP. The college expectation is that there shall be on site personal on campus between the hours of 7am to 4pm Monday through Friday, and that they will attend all regular scheduled, and special meetings as required by the Saddleback College Facilities Maintenance Director or designee. CONTRACTOR shall be provided with an office space and phone and will provide the college with 24/7 access cell phone numbers for all site personal. The CONTRACTOR shall also preform remote monitoring during all hours, and particularly during times when CONTRACTORS' staff is not present at the plant.

CONTRACTOR shall have a College approved documented process in place for responding in the event of an abnormal, alarm, or emergency condition as defined as follows:

- Abnormal – situation where the generation system or a subsystem is operational but requires a technician response.
- Alarm – situation where a condition with the generation system or a subsystem has caused a partial shutdown of that equipment.
- Emergency – situation where the equipment has failed to operate or is in imminent danger of catastrophic damage if not immediately attended to.

VIII. SITE PROCESS DOCUMENTATION

A Plant Operating Manual including standard operating procedures will need to be prepared by CONTRACTOR within 30 days after the commencement date. In addition to the operation, maintenance, and environmental compliance procedures, CONTRACTOR shall include the following items in the manual:

- Spare OEM parts to be stocked
 - For each major equipment item
 - For mechanical support systems
 - For electrical support systems
 - For control and instrument systems
- List and estimates of expendable OEM supplies
- Chemicals for water treatment, oil, coolant...
- Emissions consumables
- Gaskets, seals, bearings
- Pipe and tubing materials
- EGT Probes and O2 sensors
- Subcontracts
- Other outside services required
 - i. Water treatment
 - ii. Water analysis
 - iii. Fuel/Oil analyses
 - iv. Environmental testing (can be performed in house by certified personal)

The Plant Operating Manual shall provide a list of all equipment CONTRACTOR intends to use that is necessary to acquire data transmitted through the generation and chilled water system's System Control and Data Acquisition (SCADA) in order to monitor the performance of the system. In the event a system fault occurs, the successful CONTRACTOR will respond and remedy the fault. This monitoring includes both the CEMS (not currently installed) and the SCADA system outputs.

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For remote monitoring, the Plant Operating Manual shall include a table of data points that will be broadcast on a continuous basis (including CEMS data) through either Virtual Private Network (VPN) or private web page.

IX. SCAQMD COMPLIANCE

The CONTRACTOR will maintain in compliance with all SCAQMD regulations and permit requirements including copies of engine and boiler permits and an Inspection and Monitoring Plan. CONTRACTOR will be responsible for any fines and penalties levied by SCAQMD if such fine or penalty relates to the direct negligence of the CONTRACTOR.

X. FIRST YEAR COSTS REQUIREMENT

Upon award of the contract, CONTRACTOR will identify repairs for the equipment and systems that have not or could not be identified prior to the bidding process. In anticipation of such repairs, the DISTRICT requires CONTRACTOR to carry a repair fund of \$150,000 noted in the bid documents as "Allowance". This fund will be used to pay for any repairs that could not be identified by the CONTRACTOR prior submittal of a BID. During the first 90 days of the contract term, CONTRACTOR will assess the Central Plant equipment and systems and present the DISTRICT with a list of repairs that will need to be made prior to the contractor accepting liability for all system's operation. The repair list will include repair costs details, repair justification, length of time for repair and shut down information if required. The DISTRICT will review the list and cost information of each repair item and review each repair request. College Project Manager must provide a written approval before work begins. The costs for the repairs will be covered by the \$150,000 Allowance that the CONTRACTOR is required to carry pursuant to this Contract. The DISTRICT retains the right to negotiate the final repair costs.

Should the total cost for repairs exceed \$150,000, the DISTRICT will provide additional funding via additive change order. The DISTRICT does retain the right to have repairs made, outside of the initial \$150,000, by another acceptable contractor.

Upon completion of all the repairs, the Bidder will accept liability for all additional repairs that may be required throughout the remaining term of the Contract. For sake of clarity, CONTRACTOR shall have no liability for additional repairs resulting directly or indirectly from DISTRICT's election to postpone or otherwise not conduct repairs identified by CONTRACTOR. Should the total repairs be less than the initial \$150,000, a credit will be made to the total contract amount and DISTRICT will reduce its payment to the CONTRACTOR in equal amounts over the remaining term of the Contract.

Capital improvement and replacement projects described in [Attachment A, Section XI \(Equipment Capital Improvement and Replacement\)](#) are excluded from this first year cost fund and will be provided pursuant to the requirements of [Attachment A, Section X First Year Costs Requirements](#). Compensation to CONTRACTOR for this requirement is provided in [Attachment B, CONTRACTOR's Pricing](#).

XI. EQUIPMENT CAPITAL IMPROVEMENT AND REPLACEMENT

The College recognizes that the Central Plant needs capital improvements and replacements and has prepared a list of equipment and systems that need replacement during the first year of this CONTRACT. As part of the Contract award, CONTRACTOR will replace the equipment and systems on this list during the first year of the Contract by CONTRACTOR. All capital replacement projects require submittal of complete project information, engineering submittals to the College to obtain prior College approval.

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The College reserves the right to modify the projects listed below with the CONTRACTOR via a change to the contract. The completion of the capital projects are intended to bring the CP up to a level of maintainability to allow for full maintenance service responsibility from the start of the second year of the contract (or earlier if the capital projects on the list are completed) until the end of the fifth year of the contract.

The following list is provided to determine the amount to be carried in you BID:

- Provide most recent Wonderware In Touch GUE Software and Wonderware tool kit
- Update graphics and programing as necessary to allow for the viewing and control of all systems at the desktop and via the remote access.
- Provide connection of all engine and balance of plant PLC points to the building management system
- Replace two (2) desktop computers and four (4) monitors with new equipment using Windows 8 or better as recommended by Wonderware. Configured, programed and load all new required hardware and software for a complete replacement
- Replace one (1) laptop computer with new laptop using Microsoft 8 or better as recommended by Wonderware Configured, programed and load all new required hardware and software for a complete replacement
- Provide all necessary hardware and software to connect to the Thermax Absorption chiller via MODBus or communication protocol as defined by Computrols, to the colleges energy management system
- Install 24 new 6.90.23 Type K Thermocouple in each of engine 1 and engine 2 heads and all rails and all necessary equipment to remotely monitor head temperatures
- Install a new Waukesha detonation monitoring system complete including programing and commissioning to replace the removed system
- Paint all outdoor condenser piping and clearly label supply and return lines
- Install, start up and commissioning of three (3) new secondary CHW Pumps to replace the three existing pumps – Pump size engineering is by contractor
- Install, start up and commissioning of three (3) new CHW Pumps to replace the three existing pumps – Pump size engineering is provided by the contractor
- Install, start up and commissioning of new HW pumps to replace existing HW pumps– Pump sizing to be engineered and sized as required the provided and installed by the contractor
- Install, start up and commission new CHW filtration system to include epoxy coated tank, backwash controller including connection to EMS, programing, commissioning, pump filter media
- Install start up and commission two (2) new gas fired boilers to replace the (2) existing Parker 54547 boilers, apply for permits to construct and permits to operate as necessary for new boilers
- Install start up and commission one (1) new filter pump to replace the existing one. Pump size engineering is by contractor
- Replace two (2) Cain units, sizing engineering, installation, commissioning, duct work, venting and controls modifications and programing as necessary

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- Replace two (2) air compressors to include air dryers, lead lag controls and commissioning as required
- Epoxy coat chiller and engine room floors with 2 part epoxy product to provide a nonporous surface impervious to oils, fuels and lubricants
- Replace complete four (4) roof mounted direct expansion evaporative coolers with SS type

The DISTRICT at its discretion may delete projects and/or adjust the schedule of these projects to support the Saddleback College's delivery of education. When changes to the list are made, the Parties will negotiate an equitable adjustment to the payment schedule and plan and DISTRICT will execute a change to the CONTRACT.

Provide a lump sum deductive price for the items listed in the above in section **XI Equipment Capital Improvement and Replacement** in **Attachment B CONTRACTOR's Pricing**.

XII. ENERGY EFFICIENCY CCC/IOU PARTNERSHIP REQUIREMENTS

CONTRACTOR is expected to work with the California Community Colleges (CCC) and Investor-Owner Utility (IOU) in conjunction with the College to obtain efficiencies and energy credits relating to energy efficiency retrofits, monitoring based commissioning, energy efficient new construction, training and education. CONTRACTOR will be required to provide a post award submittal describing its approach to accomplishing this and provide examples of other projects the CONTRACTOR or its key subcontractors have completed within the CCC/IOU partnership.

XIII. OPERATIONAL COST OPTIMIZATION

The generators are currently designed to operate on a 24/7 basis, the DISTRICT understands that the successful BIDDER will need to familiarize themselves with the normal operation of the Central Plant before making recommendations for the most efficient and economical way to operate the plant.

Therefore, CONTRACTOR will run the CP, as currently operationed, for a period of one (12) months to allow the CONTRACTOR time to analyze the characteristics of the CP operations including seasonal shifts, and determine if there are changes to the plant control scheme, equipment operational parameters that will result in a decrease of purchased utilities, and or an increase to plant efficiencies or reduced operating cost to the DISTRICT. Following the twelve (12) month evaluation period, twice each year, in March and September, CONTRACTOR can formally propose recommended changes that might result in a net cost reduction in KWh and KW demand costs to the DISTRICT. Items that can be considered for operational modification include, but are not exclusive to:

1. Generator shutdown
2. Generator loading / unloading sequencing
3. Generator load levels reset by time of day or date
4. Chilled and or Hot Water supply temperature set points or differential pressures, set point resets
5. Air Handler discharge temperature set point resets

Any changes which could involve conditions that could result in the CP operating outside of SCAQMD permit specifications or that violate any Federal, State, or local environmental ordinances, will not be considered, and should not be recommended.

Related changes to the contract that are mutually agreed to by the DISTRICT and CONTRACTOR will need to be in place and tested prior to October 1, 2014. Changes that produce undesirable operating conditions will not be allowed.

CONTRACTOR shall prepare a monthly report and affidavit showing detailed cost summaries for energy production and fuel usage. These documents will contain data related to monthly KW production, monthly KW SDG&E Import, SoCal Gas Import, and monthly natural gas usage and

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KWh the DISTRICT is spending for energy, see **EXHIBIT VIII – Run Time Logs** for sample documents.

XIV. PARTS AND CONSUMABLE SUPPLIES

1. CONTRACTOR shall provide stock levels of all critical OEM spare parts and consumable items necessary to maintain the central plant equipment and generator sets for a period of 12 months of continuous usage. If such data is not available, stock levels will be determined from CONTRACTOR'S best practices. Each year, this requirement shall be based on actual data from past annual usage. The DISTRICT shall review the recommendations and approve them prior to the contractors' procurement. The CONTRACTOR is responsible for purchasing all necessary supplies, parts, tools, consumables and any other items necessary for the operation of the Central Plant. OEM parts will be used unless approved by the DISTRICT prior to procurement and only if the OEM parts are unavailable. Any part or supplies not available in OEM shall be submitted to the DISTRICT for review and approval according to Article 30 of the general conditions and prior to procurement and substitution.
2. CONTRACTOR must monitor stock levels and replenish parts and supplies taking into account realistic procurement and transportation lead times, so as to avoid a condition of a zero balance of any normally stocked item. The parts and supplies to be managed include but are not limited to; filters, acids, coolants and lubricants and any other supplies and/or parts that could reasonably be expected to fail within one year, such as hoses, belts, clamps, fuel injectors, switches, cables, connectors, gaskets, EGT sensors, seals, bearings, etc. CONTRACTOR's supply management shall be consistent with the DISTRICT policies and procedures for requesting, receiving, storing, inventorying and issuing of supplies. The DISTRICT will provide storage space for these spare parts and at the DISTRICT's discretion may require the CONTRACTOR to increase stock levels to a level the DISTRICT find adequate. Upon the termination of the Contract, the DISTRICT will retain ownership of the parts, supplies and purchased by the CONTRACTOR with the exception of any equipment or part costing more than \$1,000. For items purchased in excess of \$1,000 each, the DISTRICT will pay CONTRACTOR the original documented purchase price of the item if such item was purchased by CONTRACTOR or CONTRACTOR'S contractor within one year of the termination date.

XV. PERFORMANCE MONITORING AND TESTING

The CONTRACTOR shall perform continuous monitoring and testing as required by manufacture recommendations and schedule intervals. The CONTRACTOR shall use the Saddleback College work order system and create within the work order system a complete data base to allow for the creation and tracking of preventative maintenance tasks

Centrifugal Chiller maintenance, test, tube bundle cleaning, oil sampling/testing, refrigerant sampling/testing, inspection of Belzona coating and visual inspections shall be performed at a minimum every 12 months. Eddie Current testing shall be performed at a minimum every 24 months.

Absorption Chiller maintenance, refrigerant purge, test, tube bundle cleaning, brine sampling/testing visual inspection and inspection of coating shall be performed at a minimum of every 12 months or as required by equipment manufacture. Eddie Current testing shall be performed at a minimum every 24 months.

Cogeneration heat exchange equipment shall be continuously monitored for performance and opened and visually inspected at a minimum of every 12 month to verify that there is no scaling in the plate exchangers and no cracking in the Cain heat exchange units, bypass baffles and controls which could affect performance.

XVI. MONITORING PROGRAM

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

A monitoring program shall be established after the CONTRACTORS' 6 month analysis of the central plants current operational characteristics as defined above and in [Attachment "A" XIII Operational Cost Optimization](#). This will compare the performance of major equipment and overall system with performance and a CONTRACTOR defined operational standard. This comparison will be the basis for analyses of deviations and BIDs for remedies. A reference test standard shall be defined and plant performance testing shall be initiated to test performance in comparison with a standard. CONTRACTOR may develop a reporting format or utilize one provided by the College Project Manager.

1. Test items and test duration: Monitoring device calibration shall be performed annually. Testing shall be performed annually. The test items shall follow the general testing standard and recommendations provided by the manufacture.
2. Measuring points and location: Prior to performance monitoring, the availability of the measuring equipment shall be verified and calibrated to an acceptable tolerance. The CONTRACTOR shall provide a list of measuring points in order to conduct the monitoring and testing during the operation period. CONTRACTOR may develop a list by referring to the information provided in the manuals and in collaboration with the College Project Manager's Project Manager. The list of measuring points shall include a list of all instruments that are available at site and are useful for the monitoring, and detailed drawings in order to study the location of measurements and the possibility to install portable devices during the monitoring. Instrumentation and measurement uncertainty: An uncertainty analysis shall be performed prior to the test. The performance test code always establishes a limit for each required measurement uncertainty. A post-test uncertainty analysis should be performed to assure that the actual test has met the requirement of test code. The overall test uncertainty will be calculated in accordance with defined procedure and by the specified standard.
3. Computation of results: Determine the power output and heat rate at specified conditions. Recorded data used for computation of the results is the average value of the readings during a single test run. Instrument and other corrections may be necessary to apply before using these data.
4. Result evaluation: The results of the monitoring will be used in calculating the different parameters such as fuel flow and efficiency. All results will be adjusted based on correction curves. These correction curves are normally included in the obligation of the supplier to submit, but, if not available, they can to some extent be replaced by standard correction curves from different standards. During performance monitoring, an overall check of the status of actual measuring shall be made before any decision on more detailed measuring is taken. Only if recorded measurements indicate differences and/or uncertainties in values, a more detailed measuring program shall be elaborated for a renewed calculation of efficiency.

Deviations in the efficiency can normally be deduced from deviations in important parameters. These parameters also give an indication of the source of deviation. Therefore, very accurate measurements and detailed calculations taking all possible parameters, e.g. according to European Standard DIN 1942, are not required. Normally, readings from the fixed installed instruments are sufficient and the result will be approximate figures for efficiency.

XVII. WARRANTY**1. Monitoring**

- a. CONTRACTOR will recommend methods to monitor the performance of the gensets, ensuring the operating temperatures, oil pressure, and any other measurement data (as necessary) are within the expected range of normal and shall perform all periodic checks and preventive maintenance, and shall perform periodic servicing that shall be at the minimum as

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- defined by equipment manufacturer or more if required. In such cases, when servicing is performed under a manufacturer's warranty or a separate vendor's contract, the CONTRACTOR shall monitor and serve as a liaison for DISTRICT and shall make and keep records of such servicing. CONTRACTOR shall provide all consumable supplies necessary for servicing. CONTRACTOR shall forecast to College Project Manager when such servicing will be required and shall make and keep appropriate records of when the servicing has been completed.
- b. CONTRACTOR will sub-contract to a College Project Manager approved company for the testing, for the periodic monitoring and inspection of all the chillers, ensuring the operating temperatures, oil pressure, and any other measurement data (as necessary) are within the expected range of normal and shall perform all periodic checks and preventive maintenance, and shall perform periodic servicing that shall be at the minimum as defined by equipment manufacturer or more if required. In such cases, when servicing is performed under a manufacturer's warranty or a separate vendor's contract, the CONTRACTOR shall monitor and serve as a liaison for College Project Manager and shall make and keep records of such servicing. CONTRACTOR shall provide all consumable supplies necessary for servicing. CONTRACTOR shall forecast to College Project Manager when such servicing will be required and shall make and keep appropriate records of when the servicing has been completed.
 - c. After award, CONTRACTOR shall monitor applicable equipment warranties, ensuring no warranty provisions are violated and shall coordinate with College Project Manager, any warranty claims with the equipment vendor. CONTRACTOR shall ensure that all operation and services of warranted equipment is in agreement with the applicable warranty provisions.

2. Anticipated Warranty Coverage Periods

- a. Three (3) Cooling Towers and three (3) pumps 2013-2014*
- b. One (1) 400 to 500 ton York or Trane absorption chiller 2013-2014*
- c. One (1) Absorption chiller pump 2013-2014*
- d. Sand filter and air compressor 2013-2014*
- e. Chemical feed systems and equipment 2013-2014*

*These systems and equipment will be installed as a part of the new Science Building and shall be in place at or around the time this BID is awarded. As defined above, the CONTRACTOR shall be responsible for coordinating all warranty issues through the coverage period. At the conclusion of the warranty period the CONTRACTOR shall assume full responsibility for the maintenance and repair of all systems and equipment per the manufactures recommendations.

XVIII. REPORTING REQUIREMENTS

1. CONTRACTOR shall list, as outlined above, reports that will be generated, including their frequencies, to include operating logs, forecasts of gen-set service, reports of repairs needed and completed, service logs, fuel consumption reports, recommendations for other than OEM parts and components and/or consumables, monthly KW production, monthly KW SG&E Import, monthly SoCal Gas natural gas usage, etc.
2. CONTRACTOR shall work under direction of the College Project Manager or designee. CONTRACTOR shall report immediately to the College Project Manager any unplanned shutdowns, electrical emergency or potential safety hazards or failures and follow-up this notification in writing as soon as possible.
3. CONTRACTOR shall notify the College Project Manager and Central Plant Main Administrator at 949-582-4880 or Ext. 4880 of any equipment malfunction within one (1) hour of the CONTRACTOR's observation/alarm notification of the equipment failure or observation.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services***XIX. QUALITY CONTROL**

CONTRACTOR shall provide a schedule to meet with the College Project Manager, or designated representative. Mutual effort shall be made to resolve any and all problems identified. The College Project Manager will monitor the CONTRACTOR's performance in each functional area under this CONTRACT and reserves the rights to use whatever additional surveillance procedures are deemed appropriate. If the CONTRACTOR fails to perform according to the performance standards, a Notification of CONTRACT Deficiency or CONTRACT Deficiency Report will be issued by the College Project Manager. CONTRACTOR shall explain, in writing, why the performance standards were not adhered to and how recurrence of the problem will be prevented in the future.

The DISTRICT reserves the right to have an independent third party audit CONTRACTOR operations and prepare and/or review reports and documentation. CONTRACTOR shall be responsible for all Quality Assurance/Quality Control (QA/QC) reporting and for all other reports required by SCAQMD, and all other authorities having jurisdiction, and shall be responsible for all fines or penalties levied by SCAQMD, California Energy Commission, C.A.R.B. or any other agency having jurisdiction.

XX. TRAINING

1. CONTRACTOR will provide all site personal with training in the following disciplines at a minimum; the College Project Manager must approve any exceptions in writing. All requests shall be accompanied by a training schedule which outlines the areas of deficiency and the upcoming schedule training and completion dates.
 - a. Waukesha Certification in Gas Engine Technologies; preferably Waukesha Gold Wrench Certification.
 - b. Thermax, or like manufacture Absorption chiller
 - c. York, or like manufacture factory centrifugal chiller training
 - d. 70E electrical safety
 - e. Medium voltage (12 KV) system and safety training
 - f. Emissions testing and certification
2. CONTRACTOR will propose a training schedule for the CONTRACTOR's staff that does not have sufficient training in a designated discipline prior to deployment, unless an exception is approved in writing by the College Project Manager.
3. If the CONTRACTOR does not have staff with the above minimum qualifications, they may provide subcontractors with the necessary qualifications. The College Project Manager reserves final approval of any such subcontractor and its proposed site personal. If for any reason the College Project Manager feels that the proposed subcontractor or its site personal is not acceptable, the CONTRACTOR shall seek another subcontractor until the College Project Manager approves the selection. The DISTRICT shall not be responsible for any levies, fines, or penalties related to withholding approval of any subcontractor the College Project Manager does not find acceptable. The College Project Manager will not withhold approval of any subcontractor without cause.

XXI. SYSTEM SCHEMATICS

The System Schematics are provided in [Exhibit IV](#).

XXII. DISTRICT'S OBLIGATIONS

The DISTRICT shall provide reasonable means of access to the site. The College Project Manager shall coordinate the operation of its existing facilities at the Project Site to permit CONTRACTOR to perform the work required under the CONTRACT. CONTRACTOR shall be permitted to control

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

and/or operate all facilities or equipment necessary to perform the services herein described at a time and date approved by the College Project Manager 7 days prior to commencement of work.

The College Project Manager shall be responsible to provide the following:

1. During the term of this CONTRACT, the College Project Manager shall not perform any maintenance on the equipment or otherwise modify the equipment or any equipment related to the Project Site in any way that would alter, modify or change the configuration or operation of the equipment as originally installed without providing the CONTRACTOR with 30 days written notice.
2. In the event of an emergency, the College Project Manager shall allow the CONTRACTOR to immediately shut down operation of equipment when there is an appreciable risk that continuing operations will result in significant damage to the equipment, cause personal injury or will result in any violation of any applicable permits or laws relating to the operation of the equipment. This will not relieve the CONTRACTOR of any terms of this agreement including but not limited to fines or penalties levied as a result of said shutdown.
3. The College Project Manager assumes primary responsibility in notifying CONTRACTOR in the event of an emergency. If an emergency occurs after CONTRACTOR's normal business hours, Campus Police shall contact the CONTRACTOR on the After Hours Response Line, phone number to be provided by the CONTRACTOR. If an emergency occurs during normal working hours, then the College Project Manager shall contact CONTRACTOR's site personal.
4. Fire Alarm System components and operation.
5. Computrols system components and operation.
6. Daily custodial cleaning of the restroom. CONTRACTOR will be responsible for the removal and disposal of all trash and debris related to the first floor central plant and outdoor equipment areas.
7. Landscaping and Landscaping Maintenance
8. Two CONTRACTOR parking spaces (contractor shall be responsible for purchasing and maintaining current parking permits for all site personal or visitors). Permits must be purchased from the Saddleback College Campus Police Department
9. Work space for CONTRACTOR
10. Internet access
11. DISTRICT Phone with phone number

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services***ATTACHMENT B
CONTRACTOR'S PRICING**

This Attachment B – CONTRACTOR'S PRICING, is attached to and forms part of the Agreement entitled "Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services" dated October 1, 2013 between South Orange County Community College District herein referred to as "DISTRICT" and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as "CONTRACTOR".

I. COMPENSATION

This is a **FIRM FIXED PRICE PAY**, CONTRACT between the DISTRICT and CONTRACTOR for services defined in the Project Documents, **Attachment A - Scope of Work** and all Exhibits and Addenda for a base amount of \$2,638,000, an allowance of \$150,000 and total contract value of \$2,788,000. Labor rates will be paid according to prevailing wage or better, and all subcontracts, materials and supplies shall be paid for and provided to the DISTRICT by the CONTRACTOR.

CONTRACTOR: For parts and/or services not in the CONTRACTOR's scope of work, the CONTRACTOR must provide to the College Project Manager line item costs in writing to the Saddleback College Manager prior to all expenditures in order for the DISTRICT to develop a change to the Contract. The DISTRICT reserves the right to subcontract and/or buy parts and/or services directly from others without paying a mark-up or pass-through fee to the CONTRACTOR.

CONTRACTOR agrees to accept the specified compensation as set forth in this CONTRACT as full remuneration for performing all services and furnishing all staffing, labor, insurance and bonds, vehicles, equipment, tools, materials, overhead, travel, any reasonably unforeseen difficulties which may arise or be encountered in the execution of the specified services.

CONTRACTOR shall only be compensated as set forth herein below for work accepted by the Saddleback College Project Manager and performed in accordance with the Scope of Work under this Contract. The DISTRICT shall have no obligation to pay any sum in excess of total CONTRACT firm fixed Level Pay amount specified, unless authorized by DISTRICT approved change orders for Out of Scope services, parts, supplies, and/or equipment

II. FEES AND CHARGES**1. Firm Fixed Price Payment Schedule for "In Scope Work"**

The following mutually agreed payment schedule for "in-scope" work payments over the 60 months of this 5 Year Contract is provided for the fixed price services for cogeneration and central plant operation, maintenance, and environmental services, amortized payments for plant operations and maintenance first year fund, and amortized payments for equipment replacement from the Capital Improvement Replacement fund established within this Contract.

In anticipation of required repairs that could not be identified by the CONTRACTOR prior to submittal of a BID, the CONTRACTOR will carry a repair fund of \$150,000 as outlined in **Attachment A, Section "X" – First Year Costs Required**.

The contractor shall also show as a line item, a deductive lump sum cost to include overhead and profit for the items outlined in **Attachment A, Section "III" Scope of Work – Description of Refresh Equipment and Systems by Year**. (The payment schedule to be submitted as part of the execution of this agreement.)

2. Out of Scope Labor Schedule for Supplementary Support

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The DISTRICT may request a change to the contract for the CONTRACTOR to provide hourly services for “out of scope” work. During the life the Contract, the following rates will be in effect subject to mutually agreed upon annual inflationary increases tied to the most applicable Consumer Price Index published by the Federal Department of Commerce, Bureau of Labor Statistics during the life the Contract. CONTRACTOR will provide the appropriate index for College approval prior to rate adjustments.

The following remuneration schedule is provided for the CONTRACTOR employees providing DISTRICT approved out of scope services to be performed at the Saddleback College Central Plant Facility:

Supplemental Fully Burdened Labor Billing Rates for Out of Scope Work

Position Description	Hourly Rate		Approved Overtime Rate Per Hour		Approved Double Time Rate Per Hour	
Project Manager	125	per hr.	187.5	per hr.	250	per hr.
Computer Technician/Programmer	150	per hr.	225	per hr.	300	per hr.
Electrical Powerline Installer/Repairer	85	per hr.	127.5	per hr.	170	per hr.
Electrical Utility Installer/Repairer	85	per hr.	127.5	per hr.	170	per hr.
Electrician Journeyman	80	per hr.	120	per hr.	160	per hr.
Electronics Technician Installer/Repairer	125	per hr.	187.5	per hr.	250	per hr.
Engine Mechanic	110	per hr.	165	per hr.	220	per hr.
Equipment Cleaner	55	per hr.	82.5	per hr.	110	per hr.
General Laborer	55	per hr.	82.5	per hr.	110	per hr.
General Maintenance Worker	75	per hr.	112.5	per hr.	150	per hr.
HVAC Mechanic	85	per hr.	127.5	per hr.	170	per hr.
Industrial Cleaner	75	per hr.	112.5	per hr.	150	per hr.
Jig and Fixture Builder	75	per hr.	112.5	per hr.	150	per hr.
Pipefitter	90	per hr.	135	per hr.	180	per hr.
Plumber	90	per hr.	135	per hr.	180	per hr.
Pump/Boiler Mechanic	90	per hr.	135	per hr.	180	per hr.
Safety Technician/Coordinator	150	per hr.	225	per hr.	300	per hr.
Site Administrator	50	per hr.	75	per hr.	100	per hr.
Site Coordinator	45	per hr.	67.5	per hr.	90	per hr.
Site Operations Manager	135	per hr.	202.5	per hr.	270	per hr.
Site Operations Supervisor	125	per hr.	187.5	per hr.	250	per hr.
Site Operator	110	per hr.	165	per hr.	220	per hr.
Site Service Coordinator	45	per hr.	67.5	per hr.	90	per hr.
Site Technician	85	per hr.	127.5	per hr.	170	per hr.
Software Technician/Programmer	125	per hr.	187.5	per hr.	250	per hr.
Worker	58	per hr.	87	per hr.	116	per hr.

3. Sub-Contractor Markup Percentage Limits for DISTRICT Approved Out of Scope Work Provided by the CONTRACTOR

The DISTRICT may request the CONTRACTOR to provided change proposals for Subcontractors to provide out of scope services. In these cases, the DISTRICT has limited the CONTRACTOR overhead and profit mark-up percentages for these services to 10% for overhead, and for profit. The CONTRACTOR shall show and detail changes to the contract as line items in their payment requests.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

III. WITHHOLDINGS

The District shall retain the right to withhold all payments should any provision of this CONTRACT not be deemed to be completed in a satisfactory manner or in accordance with this CONTRACT by the College. If payment is withheld, the College Project Manager shall notify CONTRACTOR in writing of the reason(s), and what action is required before payment will be made. Otherwise, the DISTRICT shall make payment within 30 days after receipt and approval by of the invoice by the College Project Manager.

IV. REQUEST FOR PAYMENT (INVOICING)

- a. **Request for Payment:** CONTRACTOR is to provide an invoice for the period of service to the College Project Manager for approval and processing.
 - i. **Request for Payments Consistent to BID.** Payment application shall match the BID amount provided by the CONTRACTOR.
 - ii. **Approved Maintenance and Capital Projects from First Year Maintenance or Capital Improvement Fund.** As an attachment or part of the Request for Payment when project work is performed, the CONTRACTOR will provide a description of the work performed for each project. This work is provided from the First Year Operations and Maintenance Fund and the Capital Improvement Fund (established by this Contract). In these cases, Payments for these projects are included in rate schedule provided above in Section II.1
 - iii. **Unconditional Waivers.** Each Request for Payment submitted by the CONTRACTOR shall include Unconditional Waivers from each sub-contractor and supplier who has performed work or provided materials to the site even if the subcontractor or supplier has not filed a preliminary Stop Notice or Stop Notice prior to College Project Manager's receipt of payment application. Unconditional Waivers will be submitted with the following payment application for the prior months Conditional Waivers.
 - iv. **Certified Payroll.** Each Request for Payment shall include certified payroll submittal to the Department of Industrial Relations as required and for the billing period as applicable.
 - v. **Schedule of Values.** Payment application shall match the Schedule of Values provided by the CONTRACTOR down by month and year.
- b. **Request for Payment Forms:** Request for Payment form shall be divided according to the tasks set forth in the [Attachment A](#) to the CONTRACT. Responsibility for providing an acceptable invoice to the College Project Manager for payment rests with CONTRACTOR. Incomplete or incorrect invoices are not acceptable and will be returned to CONTRACTOR for correction. A proper invoice shall include all appropriate documentation and information as may be required elsewhere in this CONTRACT.
- c. **Frequency:** CONTRACTOR shall request payment for work performed once per month with required supporting documentation and to the reasonable satisfaction of the College Project Manager.
- d. **Status Report:** A Scope of Work status report shall be submitted at the same time as submission of each Request for Payment. This status report shall include a written narrative of work performed during the invoicing period.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

- e. **Payment:** The College Project Manager shall be responsible for remitting payment within 30 calendar days of the date of receipt of an approved invoice in a format acceptable to the DISTRICT, and verified and approved by the College Project Manager.
- f. **Services:** Billing shall cover all services and/or goods not previously invoiced and provided between billing periods.
- g. **Hourly Rate:** When hourly rates are provided for out of scope work that is agreed to on a time and material basis, daily timesheets of the CONTRACTOR staff showing hours worked and the person's name and classification/title shall be provided to the College Project Manager with the payment application.
- h. **Classifications/Titles:** CONTRACTOR's employee's name and classification/title must agree to the title stipulated in [Attachment B](#) and [Attachment C](#) of the CONTRACT.
- i. **Reimbursable:** There are no reimbursable items as a part of this BID.
- j. **Disclaimer:** Payments made by the DISTRICT shall not preclude the right of the DISTRICT from thereafter disputing any items or services involved or billed under this CONTRACT and shall not be construed as acceptance of any part of the goods or services.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

ATTACHMENT C
Staffing Plan
(Add additional lines if needed)

This Attachment C – STAFFING PLAN, is attached to and forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013 between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

1. **Key Site Personal to perform CONTRACT duties** (attach a separate sheet if additional space is necessary)

Name	Classification/Title
<u>Ray Carpenter</u>	<u>Plant Operator</u>
<u>Christopher Ruff</u>	<u>Site manager</u>
<u>Tina Heath</u>	<u>EHS Manager</u>
<u>Wes Holm</u>	<u>Project manager</u>
<u>Other contractor regional staff</u>	<u>As directed by the Veolia project manager with prior approval from the College Project Manager. (per Contractor requirements). Please see next page.</u>

2. **Alternate Site Personal - Subcontractor(s)** (for use only if primary staff are not available) (attach a separate sheet if additional space is necessary)

Name	Classification/Title
<u>Facility Services Partners</u>	<u>Subcontractor</u>

Substitution or addition of CONTRACTOR’s key personnel in any given category or classification shall be allowed only with prior written approval of the Saddleback College Manager.

CONTRACTOR may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and timing of the service/class required. Assignment of additional key personnel shall be subject to the College Project Manager’s approval. The College Project Manager has final approval of any other personal including subcontractors and reserves the right to have any of CONTRACTOR personnel or subcontractor removed per Article 16 – CONTRACTOR’s Project and Key Personnel.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services***ATTACHMENT D
SCHEDULE OF DEDUCTIONS**

This Attachment D – SCHEDULE OF DEDUCTIONS, is attached to and forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013, between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

The table below lists base tasks and frequencies for a deduction from an invoice for the failure to complete a scope of work task. The costs identified below serve as base amounts and can be adjusted upwards or downwards based upon the severity of the impact of the incomplete work.

TASK	FREQUENCY	COST
Excessive utility power demand due to unavailability of equipment which can be attributed to Contractor’s negligence.	Each instance	\$2,000.00 per month, for a duration of one (1) year. Payment specified herein shall be in the aggregate for all instances occurring within a month. Duration clock restarts with each instance. The payment specified herein shall be the DISTRICT’s sole and exclusive remedy.

The DISTRICT reserves the right to impose additional deductions based on material CONTRACT deficiencies found. In addition, each deduction taken may also incur an administrative fee of \$150.00 for administrative processing time.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

**EXHIBIT I
AQMD's ENFORCEMENT AUTHORITY**

This EXHIBIT I – AQMD ENFORCEMENT AUTHORITY, is attached to and forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013 between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

ENFORCING HEALTH STANDARDS

Under both federal and state law, the SCAQMD is under a legal obligation to make and enforce air pollution regulations. These regulations are primarily meant to ensure that the surrounding (or ambient) air will meet federal and state air quality standards. However, Air Quality Management District (AQMD) also has broad authority to regulate toxic and hazardous air emissions, and these regulations are enforced in the same manner as those which pertain to the ambient air quality standards.

These ambient air standards are health-based and concern the following six air contaminants: sulfur dioxide, lead, ozone, nitrogen dioxide, carbon monoxide, and fine particulate matter.

These standards are designed to protect the most sensitive persons from illness or discomfort with a margin of safety. The four-county region within AQMD's jurisdiction complies with standards for the first two, but fails to meet standards for the other four. In addition, AQMD must meet California standards for hydrogen sulfide, sulfates, and vinyl chloride, as well as state standards for visibility.

California requires a reduction in District-wide emissions of five percent or more per year until these standards are met. California has also set statewide emission limitations for odor or unhealthful emissions, visible emissions, open burning, sandblasting, gasoline vapors, and incineration of toxics.

See the South Coast Air Quality Management District Web Site for more information @ <http://aqmd.gov/>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BID #2009

For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services

**EXHIBIT II
SDG&E TOU-8 RATES
SUMMER WINTER BILLING
AND INTERCONNECT AGREEMENT**

This EXHIBIT II – SDG&E TOU-8 RATES SUMMER WINTER BILLING AND INTERCONNECT AGREEMENT, available in RFP to and forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013 between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

See separate attachment

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

EXHIBIT III
GENERATOR SAMPLE SERVICE LEVELS

This EXHIBIT III – GENERATOR SAMPLE SERVICE LEVELS, is attached to and forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013 between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

The following service tasks may be included in CONTRACTOR’s BID. These items are only an aid for generating specific service tasks and frequencies and are not in any way intended to supplant or supersede Waukesha’s recommended service/maintenance intervals; see OEM manuals or contact the manufacture for more specific details.

I. Motor Generator Systema. Provide maintenance schedules for the following

- Starting batteries and chargers
- Paralleling control panels
- Neutral ground resistors
- Generator disconnect switches
- Thermographic survey

b. Maintenance Procedures at Daily Interval

- Air Cleaner Restriction - Check
- Control Panel Assembly - Check
- Coolant Level - Check
- Lubricating Oil Level - Check
 - External Condition
 - Leakage
 - Lubricating Oil Filter
 - Lubricating Oil Level
 - Lubricating Oil Pressure
 - Noise
 - Breather
 - Vibration

c. Maintenance Procedures (see OEM manual for a complete list and intervals)

- Emissions Testing - Test (O2 and NOx)
- All Lubricating Oil Systems
- Obtain samples from an active low pressure line Monthly and provide lab analysis with 24 hour turn around.
- Maintain Monthly records of: Oil condition, viscosity, acid number, base number. Wear - presence of wear metals such as iron, copper, chromium, aluminum, lead, tin and nickel. Contamination - Water content, specific gravity, silicon.
- Maintain a trend of the analysis results so that changes are readily apparent.
- Lubricating Oil and Filter - Change (Filters)
- Overhead Set - Adjust
- Batteries - Check
- Control Panel Assembly - Clean

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

-
- Lubricating Oil Analysis - Test
 - Waste Oil Reservoir - Check
 - Air Cleaner Element - Replace (Flat Panel)
 - Air Filter Dust Collector - Check
 - Bearing, Generator - Check (Lubricate)
 - Emissions Testing - Test (O2 and NOx)
 - Air Cleaner Element - Replace (Primary Filters)
 - Electrical Connection, Engine - Check
 - Flexible Hose - Check
 - Generator, Main - Check (Mounting Cap screws)
 - Lubricating Oil and Filter - Change
 - Supplemental Coolant Additives (SCA) - Test
 - Air Cleaner Element - Replace (Secondary Filters)
 - Camshaft – Check
 - Frame alignment – Check
 - Coolant Plumbing - Check
 - Crankcase Ventilation Re-Circulator Element - Replace
 - Engine Mounts - Check
 - Fuel Filter, NG - Replace
 - Gearbox Coupling - Check (Add grease, If Equipped)
 - Gearbox Coupling - Check (Alignment, If Equipped)
 - Gearbox Lubricating Oil Filter - Replace (If Equipped)
 - Push Rods or Tubes - Check
 - Rocker Lever Cover - Replace (O-ring)
 - Tappet Assembly - Check
 - Turbocharger Axial Clearance - Check
 - Turbocharger Radial Bearing Clearance - Check
- d. Maintenance Procedures at Top End Overhaul (see OEM manual for a complete list and intervals)
- Air Leaks, Air Intake and Exhaust Systems - Check
 - Back-up Batteries - Replace
 - Coil On Plug - Replace (Extensions)
 - Control Panel Assembly - Inspect for Reuse
 - Cooling System - Flush
 - Cylinder Head - Replace
 - Electrical Connection, Generator - Check
 - Flexible Coupling, Generator - Check
 - Flexible Hose - Check
 - Fuel Filter, NG - Replace
 - Fuel Line Seals, NG - Replace
 - Gearbox Coupling Grease - Change (If Equipped)
 - Gearbox Internal Parts - Check (If Equipped)
 - Gearbox Lubricating Oil - Change (If Equipped)
 - Lubricating Oil Lines - Check
 - Throttle Shaft Bearings - Replace
- e. Maintenance Procedures at Intermediate Overhaul (see OEM manual for a complete list and intervals)
- After-cooler - Clean
 - Batteries - Replace
 - Bearings, Connecting Rod - Replace

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

- Bearing, Generator - Replace
- Bearings, Main – Replace
- Connecting Rod Cap screws - Replace
- Connecting Rod - Check
- Coolant Thermostat - Replace
- Cylinder Block Counter Bore - Check
- Cylinder Liner - Replace
- Exhaust Manifold Heat Shield - Replace (If Equipped)
- Exhaust Manifold, Dry - Replace (Bellows)
- Flexible Coupling, Generator - Replace
- Fuel Regulator, NG Seals - Replace
- Fuel Shutoff Valve (FSOV), NG Seals - Replace
- Gear Train Backlash, Front - Check
- Generator (Alternator) Windings - Clean
- Lubricating Oil Cooler - Clean
- Lubricating Oil Pump - Replace
- Lubricating Oil Thermostat - Replace
- Piston Rings - Replace
- Piston - Replace
- Push Rod or Tubes - Replace
- Tappet Assembly - Replace
- Turbocharger - Replace
- Turbocharger Oil Drain Line - Replace
- Turbocharger Oil Supply Line - Replace
- Vibration Damper, Viscous - Test (Fluid Analysis)
- Water Pump - Replace

f. Maintenance Procedures at Major Overhaul (see OEM manual for a complete list and intervals)

- Bearings, Main - Replace
- Bearings, Thrust - Replace
- Camshaft Bushings - Replace
- Camshaft Thrust Bearing - Replace
- Camshaft Intermediate Gear Assembly - Check
- Connecting Rod - Replace
- Cooling System Hoses - Replace
- Crankshaft Seal, Rear - Replace
- Frame alignment
- Generator, Main - Check
- Lubricating Oil Check Valve - Replace
- Piston - Replace
- Rocker Lever Assembly - Replace
- Starting Motor - Replace
- Vibration Damper, Viscous - Replace

II. Silencer and Catalyst Maintenance Schedule and Milestonesa. Daily Inspections- Operator

- Visual inspection
 - Change in appearance
 - Leaks
 - Unusual noise and Radiant Heat

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services***b. Every 1000 Hours not to exceed two months Scheduled Maintenance**

- Filters Injection control system Inspect and replace as required
 - Sample gas filter
 - Scavenging air filter
- Cooling system air filter
- Check exhaust gas pressure

c. Every 2000 Hours Scheduled Maintenance

Could list as “1,000 hour scheduled maintenance plus following items”

- | | |
|------------------------------------|---------|
| • Air Compressor Pressure Filter | Replace |
| • Reactant Filter | Clean |
| • Sample Gas Filters | Replace |
| • System Operation and Performance | Check |

d. Every 4000 Hours Scheduled Maintenance

- | | |
|---|------------------|
| • System Operation and Performance | Check |
| • Air Compressor Pressure Filter | Replace |
| • Reactant Filter | Clean |
| • Sample Gas Filters | Replace |
| • Enclosure Filters | Replace |
| • Reactant Pump | Clean |
| • Reactant Injector | Clean and Adjust |
| • Differential Pressure | Measure |
| • Exhaust gas measurements to verify serviceability and compliance with emission requirements | |

e. Every 8000 Hours Scheduled Maintenance

- | | |
|------------------------------------|-------------------|
| • System Operation and Performance | Check |
| • Air Compressor Pressure Filter | Replace |
| • Reactant Filter | Clean |
| • Sample Gas Filters | Replace |
| • Enclosure Filters | Replace |
| • Reactant Pump | Clean |
| • Reactant Injector | Clean and Adjust |
| • Differential Pressure | Measure |
| • Compressor Vanes | Replace |
| • Catalyst | Inspect and Clean |
| • Measuring Cell | Calibration |
| • Sample Probe | Clean |

f. Every 8000 Hours not to exceed 12 months Scheduled Maintenance

- | | |
|---|--------------------------------------|
| • Air Compressor filter | Clean or replace |
| • Air Compressor vanes | Replace |
| • Air conditioner filters | Clean or replace |
| • Injectors | Inspect for buildup |
| • Dosing unit air pressure and ball valve | Inspect and verify adequate pressure |
| • Oxidation Catalyst - Cleaning via vacuum or DI wash | |

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BID #2009

For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services

- Oxidation Catalyst - SEM and XRAYD testing of catalyst to check for poisoning only if performance has dropped off.
- SCR Clean via vacuum or wash

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BID #2009

For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services

**EXHIBIT IV
SYSTEM SCHEMATICS**

This EXHIBIT IV – SYSTEM SCHEMATICS, are available and forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013 between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

See separate attachment

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BID #2009

For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services

**EXHIBIT V
WARRANTIES**

This EXHIBIT V – WARRANTIES, forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013 between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

NO ATTACHMENTS

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BID #2009

For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services

EXHIBIT VI

NOT USED – LEFT BLANK INTENTIONALLY

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BID #2009

For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services

**EXHIBIT VII
CONDITION ASSESSMENT**

This EXHIBIT VII – CONDITION ASSESSMENT, is available and forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013 between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

See separate attachment

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BID #2009

For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services

**EXHIBIT VIII
RUN TIME LOGS**

This EXHIBIT VIII – RUN TIME LOG, is available and forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013 between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

See separate attachment

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**BID #2009***For the Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services*

**EXHIBIT IX
AQMD PERMITS**

This EXHIBIT IX – AQMD PERMITS, are available and forms part of the Agreement entitled “Cogeneration and Central Plant Operation, Maintenance, Equipment Refresh and Environmental Compliance Services” dated October 1, 2013 between South Orange County Community College District herein referred to as “DISTRICT” and VEOLIA ENERGY SOLUTIONS, LLC herein referred to as “CONTRACTOR”.

See separate attachment

END OF CONTRACT AND EXHIBITS

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

ACTION: Approval

BACKGROUND

Education Code Section 72024 (d) was amended to read "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."

STATUS

Trustee Bill Jay was absent from the August 26, 2013 board meeting due to medical reasons.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 13-33 (Exhibit A) authorizing payment to Trustee Jay who was absent from the August 26, 2013 meeting of the Board of Trustees.

Item Submitted By: *Gary L. Poertner, Chancellor*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

**RESOLUTION AUTHORIZING PAYMENT TO TRUSTEE ABSENT
FROM BOARD MEETING**

RESOLUTION 13-33

Section 72024 (d) provides that "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district;" and

WHEREAS, on August 26, 2013, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee Bill Jay could not be present at the meeting; and

WHEREAS, it was determined that Trustee Jays' absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Bill Jay shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, August 26, 2013.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3410-Nondiscrimination, BP-4012-Academic Administrators and Classified Managers Personnel Files

ACTION: Review and Study

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

STATUS

Two board policies are presented to the Board of Trustees for "Review and Study." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on September 12, 2013 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in EXHIBITS A and B.

BOARD POLICY

3410

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

NONDISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative regulations that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, pregnancy, -genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

References:

Education Code Sections 66250 et seq., 72010 et seq., 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.

BOARD POLICY

4012

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

ACADEMIC ADMINISTRATORS AND CLASSIFIED MANAGERS PERSONNEL FILES

Personnel records are private, accurate, complete, and permanent. Personnel records are maintained in the District Office of Human Resources.

Every Academic Administrator and Classified Management employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information.

The employee shall have the right to enter, and have his or her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for a reasonable amount of time for this purpose without salary reduction.

With the exception of routine documents (e.g. payroll reports, status reports, etc.) or any documents generated by the employee or previously signed by the employee, any material placed in an employee's file must be signed and dated by both the employee and the individual who is requesting that the material be placed in the employee file. The employee's signature is only to acknowledge that the employee saw the document, it does not imply agreement with the material. A copy of any document other than the aforementioned routine documents, documents generated by the employee, or documents previously signed by the employee, shall be given to the employee prior to the time of insertion in the personnel file.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

Reference:

Education Code Section 87031, et seq.;

Labor Code, Section 1198.5, et seq.

Adopted: 4-28-08

Review Only

Page 1 of 1

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3104: Fiscally Accountable

ACTION: Discussion/Approval

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

STATUS

One board policy is presented to the Board of Trustees for "Discussion/Approval." The new language and amendments to the board policy was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Council on August 15, 2013 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the August 26, 2013 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policy, as shown in EXHIBIT A.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3104

BUSINESS

FISCALLY ACCOUNTABLE

SOCCCD, as a fiscally accountable District, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments. The District follows the education code requirements and assumes the responsibilities that shifted from the Orange County Department of Education (OCDE). The District notifies OCDE of the payments to update their records and the County Treasury.

Upon approval by the Orange County Department of Education, the Chancellor and/or designee assumes all duties and responsibilities for being fiscally accountable for commercial checks that were formerly assigned to the county superintendent of schools/county auditor controller. Checks are drawn on the county treasury and are printed, audited, and disbursed by the District. An administrative regulation will be developed to outline the details of the check disbursement and audit process.

Reference:

Education Code Section 85266

Note will remain until July 1, 2014.

This board policy, upon board approval, would not be effective until July 1, 2014 when the district becomes fiscally accountable.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Academic Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibit A are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibit A.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ADMINISTRATIVE EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. BUSCHE, DONALD, ID #1263, is hereby employed on an interim basis as Acting Dean of Advanced Technology and Applied Science, Pos #4617, Division of Advanced Technology and Applied Science, Saddleback College, Integrated Academic/Classified Administrators/Managers Salary Range 22, Step 5, effective September 16, 2013, through December 27, 2013. This is a temporary replacement for Don Taylor, who retired.

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Araiza, Jorge	MS/PE	Inter. Athletics/SC	II/1	08/19/13
Brady, Kenneth	PhD/Education	English/SC	V/1	08/19/13
Diller, Jeffrey	MA/English	Writing/IVC	II/1	08/19/13
Do, Tu	MS/Biochem/Biology	LibrSvcsTutor/IVC	II/1	08/19/13
Forest, Sarah	MA/English	English/SC	II/2	08/19/13
Frouzesh, Sharareh	PhD/Comp Literature	English/SC	V/1	08/19/13
Huntoon, Walter	L/T Credential Theatre	Theatre Art/SC	I/1	08/19/13
Kim, Anne	BS/Accounting + CPA	Accounting/IVC	I/1	08/19/13
Kim, Jennifer	MS/Computer Sci.	Computer Sci./SC	IV/1	08/19/13
Lincoln, James	MS/Applied Physics	Physics/IVC	II/1	08/19/13
Martasian, Andrew	MA/Print/Journalism	Journalism/IVC	II/1	08/19/13
Mongeon, Jannine	MBA/Bus. Admin.	Manufacturing/SC	II/1	08/19/13
Nam, Victorya	MA/TESOL	ESL/SC	II/1	08/19/13
Nagasinghe, Thilini	MA/Economics	Economics/IVC	II/1	08/19/13
Pearlman, Jessica	MM/Music	Music/IVC	II/1	08/19/13
Peters, Aaron	MFA/Creative Writing	Writing/IVC	II/1	08/19/13
Ravaghi, N.	MS/Education	ESL/IVC	II/1	08/19/13
Riley, Daniel	MA/Architecture	Manufacturing/SC	II/1	08/19/13
Saremi, Sohilia	PhD/Near East. Lang.	Persian/SC	V/1	08/19/13
Sclafani, Andrew	MFA/Performance	Theatre Arts/IVC	II/1	08/19/13
Siebert, Aubri	MFA/Dance	Dance/SC	II/1	08/19/13
Sobhanian, Soha	MS/Molecular Bio.	Biology/IVC	II/1	08/19/13
Subramanian, A.	MS/Computer Sci.	Computer Sci./SC	II/1	08/19/13
Susalla, Danielle	MFA/Art	Art Theory/IVC	II/1	08/19/13
Vang, Burlee	MFA/English/CW	Writing/IVC	II/1	08/19/13
Yniguez, Basilio	MS/Physics	Physics/IVC	V/1	08/19/13

A. NEW PERSONNEL APPOINTMENTS - Continued

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Jerabek, Crystal	BA/Communic.	Theatre Arts/IVC	I/1	08/19/13

Equivalency is based on a Bachelor of Arts degree in Communications from California State University, Fullerton and current enrollment in a Master of Arts degree in Curriculum and Instruction. Ms. Jerabek has extensive professional experience in Southern California Theatre as both a producer and director and has skills at Theatrical Makeup Design and Hair Design for the theatre.

Carlson, Gregory	BA/Social Sciences	Graphics/SC	I/1	08/19/13
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Equivalency is based on Bachelor of Arts degree in Social Sciences from San Diego State University, with a Career Technical Education Teaching Credential in the areas of Arts, Media and Entertainment, Manufacturing and Product Development, and Finance and Business. Mr. Carlson also has experience as an instructor in an ROP program and over 30 years of experience as the owner of a silk screening business.

Gonaver, Wendy	PhD/Amer. Studies	History/SC	V/1	08/19/13
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Equivalency is based on a PhD in American Studies from The College of William and Mary with a concentration in U.S. History. Dr. Gonaver's doctoral dissertation on the history of psychiatry in 19th and early 20th century U.S. won a grant from the Woodrow Wilson Foundation. She has presented papers on historical topics at academic conferences. She has published articles in U.S. history in journals. Dr. Gonaver has extensive experience teaching survey classes in U.S. History at the college/university level.

Landon, Harold	BA/Drama	Acting/SC	I/1	08/19/13
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Equivalency is based on a Bachelor of Arts Degree in Drama from the University of Arizona and over forty years of professional acting experience in theatre, television and film. Mr. Landon is also a founding member of South Coast Repertory (SCR), where he has appeared in over 100 productions, in SCR's award-winning theatre program.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Marquie, Jeannine	MEd	Theatre Arts/IVC	I/1	08/19/13

Equivalency is based on a Bachelor of Arts Degree in Education from Loyola Marymount University, a Master's Degree in Education from Lesley University, and professional experience and expertise in Technical Theatre. Ms. Marquie has worked in many professional theatre groups across Southern California. Her work at San Diego Repertory Theatre and the prestigious Old Globe make her an appropriate theatre professional for the proposed technical theatre assignments for the IVC Department of Theatre.

Martinez, Michael	MA/Education	Kinesiology/IVC	II/1	08/19/13
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Equivalency is based on a combination of Mr. Martinez' coaching and teaching experience at the college level, as well as a Bachelor's Degree in Kinesiology from California State University, Fullerton, a Master's Degree in Education from Concordia University, and a single subject teaching credential. Mr. Martinez has also worked in the health industry as a baseball instructor. He has run strength/agility/quickness boot camps for the general public. He is certified through the National Strength and Conditioning Association (NSCA) as a Certified Strength and Conditioning Specialist, and is also an active member of the American Baseball Coaches Association (ABCA). His professional responsibilities have been identical to those expected of instructors at Irvine Valley College, including instruction of students, managing enrollments, rosters, and curriculum, grading and classroom leadership.

Prior, Robert	BA/Theatre Arts	Theatre Arts/SC	I/1	08/19/13
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Equivalency is based on a Master of Fine Arts from California State University, Long Beach to be completed by September 2013. Mr. Prior has taught directing classes and workshops at California State University, Long Beach, the California Institute of the Arts, and the University of Redlands. He has over 20 years of experience as an artistic director in Los Angeles theatre productions.

Quinn, Johnathan	BA/Philosophy	Training/SC	I/1	08/19/13
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Equivalency is based on a Bachelor of Arts Degree in Philosophy from the University of California, Los Angeles and four years of assistant coaching experience at the community college level. Mr. Quinn was a Division I track and field athlete at the University of California, Los Angeles where he earned All-Pac 12 Western Region and All-American status. Mr. Quinn also owns and operates his own private pole vault training company, which serves athletes all over Orange County and Southern California. Mr. Quinn will be enrolling in the Coaching and Administration Master of Arts Degree Program at Concordia University this Fall. He anticipates completion of the program by May 2015.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Wagner, Tamara	MA/Geography	Recycling/IVC	I/1	08/19/13

Equivalency is based on a Bachelor of Arts Degree and a Master of Arts Degree in Geography from California State University, Fullerton. Ms. Wagner's undergraduate and graduate coursework in sustainability is extensive, culminating in a Master's thesis on sustainability practices, including the completion of the STARS analysis for the university. Ms. Wagner has completed a teaching internship at Irvine Valley College where she demonstrated excellent teaching skills. She also has public administration work experience in Baldwin Hills, CA where she used her knowledge of sustainability and oversaw the implementation of a federal green initiative for the city of Baldwin Hills.

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Gee, Caroline	"How to Succeed" Wkshops/SC	206.52	08/19/13-12/21/13
Hinkle, Christina	Student Athletes Program/SC	7,650.00	08/19/13-12/21/13
Homma, Mary S.	"How to Succeed" Wkshops/SC	413.04	08/19/13-12/21/13
Horan, Elizabeth	"How to Succeed" Wkshops/SC	180.71	08/19/13-12/21/13
Smith, Christina	"How to Succeed" Wkshops/SC	413.04	08/19/13-12/21/13

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2013/2014 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Casil, Amy	Read Matric. Sample Writings/SC	06/17/13-08/09/13
Casil, Amy	Read Matric. Sample Writings/SC	08/19/13-12/21/13
Langille, Rachel	Read Matric. Sample Writings/SC	06/17/13-08/09/13
Langille, Rachel	Read Matric. Sample Writings/SC	08/19/13-12/21/13
Mariano, Merry	Read Matric. Sample Writings/SC	06/17/13-08/09/13
Mariano, Merry	Read Matric. Sample Writings/SC	08/19/13-12/21/13
Myhren, Brett	Read Matric. Sample Writings/SC	06/17/13-08/09/13
Myhren, Brett	Read Matric. Sample Writings/SC	08/19/13-12/21/13
Putros, Tremonisha	Read Matric. Sample Writings/SC	06/17/13-08/09/13
Putros, Tremonisha	Read Matric. Sample Writings/SC	08/19/13-12/21/13
Stanfield, Scott	Read Matric. Sample Writings/SC	06/17/13-08/09/13
Stanfield, Scott	Read Matric. Sample Writings/SC	08/19/13-12/21/13
Zimmerman, Ray	Read Matric. Sample Writings/SC	06/17/13-08/09/13
Zimmerman, Ray	Read Matric. Sample Writings/SC	08/19/13-12/21/13

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Banga, Shellie	Tutoring Eng. & SS/BSI/SC	300.00	08/19/13-12/21/13
Beckham, Jack	PLC Curric. Align. Wkshops/BSI/SC	2,848.18	08/19/13-12/21/13
Casie, Hollis	Freshman Advantage/BSI/SC	1,204.70	05/28/13-08/09/13
Danko, Carolyn	Nursing Faculty Mentor/Perkins/SC	1,714.12	08/19/13-12/21/13
Engels, Michael	Freshman Advantage/BSI/SC	1,204.70	05/28/13-08/09/13
Forouzesh, Jennifer	Nursing Faculty Mentor/Perkins/SC	571.37	08/19/13-12/21/13
Gleason, Linda	Nursing Faculty Mentor/Perkins/SC	1,714.12	08/19/13-12/21/13
Hannibal, Jeffrey	Freshman Advantage/BSI/SC	240.94	05/28/13-08/09/13
Kucharski, Phillis	Nursing Faculty Mentor/Perkins/SC	571.37	08/19/13-12/21/13
Lewis, Dawn	PLC Curric. Align. Wkshops/BSI/SC	894.92	08/19/13-12/21/13
Long, Michael	Freshman Advantage/BSI/SC	1,204.70	05/28/13-08/09/13
McCord, Roy	Co-Project Director/IVC	2,500.00	08/19/13-12/21/13
Myhren, Brett	Tutoring Eng. & SS/BSI/SC	300.00	08/19/13-12/21/13
Nelson, Candy	Nursing Faculty Mentor/Perkins/SC	571.37	08/19/13-12/21/13
Nieves Lucas, Sara	Freshman Advantage/BSI/SC	240.94	05/28/13-08/09/13
O'Buchon, Janine	Nursing Faculty Mentor/Perkins/SC	571.37	08/19/13-12/21/13
Pestolesi, Diane	Nursing Faculty Mentor/Perkins/SC	571.37	08/19/13-12/21/13
Sleep, Katherine	Embedded Tutoring ESL/BSI/SC	481.88	08/19/13-12/21/13
Tamialis, Barbara	Childhood Workforce/Perkins/SC	300.00	08/19/13-12/21/13
Tamialis, Barbara	Work Based Learning/Perkins/SC	500.00	08/19/13-12/21/13
Whitt, Terri	Nursing Faculty Mentor/Perkins/SC	571.37	08/19/13-12/21/13
Wolff, Michele	Nursing Faculty Mentor/Perkins/SC	1,714.12	08/19/13-12/21/13
Zimmerman, Ray	Tutoring English & SS/BSI/SC	300.00	08/19/13-12/21/13

D. ACADEMIC ADMINISTRATOR TITLE/POSITION CHANGE

1. BLANCHARD, BARBARA, ID #19572, transfer from Acting Dean of Academic Programs, Pos. #4618, Office of the Vice President for Instruction, Irvine Valley College, Integrated Academic/Classified Administrators/Managers Salary Range 22, Step 4, full-time, 40 hours per week, to Acting Dean of Instruction and Workforce Development, Office of the Vice President for Instruction, Integrated Academic/Classified Administrators/Managers Salary Range 22, Step 4, full-time, 40 hours per week, effective September 1, 2013. (Dean of Instruction and Workforce Development was approved by the Board of Trustees on August 26, 2013, to replace Dean of Academic Programs, Pos. #4618)

E. WORKLOAD BANKING

1. SCAROLA, VITO L., ID #2599, Art Instructor, Division of Fine Arts, Saddleback College, Pos #1574, is requesting a leave of absence for the Spring 2014 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2011-2014, in compliance with the Workload Banking Program.

F. WORKLOAD BANKING RESCINDED

1. VENABLE, SAMANTHA, ID #1149, Nursing Instructor, Division of Health Sciences and Human Services, Saddleback College, Pos #1713, has rescinded her request for a leave of absence for the Spring 2014 Semester. (Request was approved by the Board of Trustees on January 22, 2013).

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BANGERTER, RENEE, ID #17587, English Composition Instructor, Division of Liberal Arts, Saddleback College, Pos #1547, resignation effective August 19, 2013. Payment is authorized for any compensated time off. (Start date: August 16, 2010)

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A and Exhibit B.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. CAGNEY, KATIE is to be employed as Development Assistant II, Categorical, Pos. #4788, College Foundation, Office of the President, Saddleback College, Classified Bargaining Unit Salary Range 131, Step 1, 29 hours per week, 12 months per year, effective September 3, 2013. This categorical funded position was approved by the Board of Trustees on May 20, 2013, and is funded through Foundation revenue, with employment contingent upon funding by this program.
- b. KAFFER, JANA is to be employed as Health Center Nurse, Pos. #4110, Student Health Center, Office of Student Services, Saddleback College, Classified Bargaining Unit Salary Range 136, Step 3, 40 hours per week, 12 months per year, effective August 26, 2013. This is a replacement for Monica Nelson.
- c. TIMPSON, NATALIE is to be employed as Financial Aid Specialist, Categorical, Pos. #4288, Financial Aid, Office of Student Services, Saddleback College, Classified Bargaining Unit Salary Range 125, Step 1, 25 hours per week, 12 months per year, effective August 26, 2013. This is a replacement for Andrea McGinley, who received a change in status. This categorical position is funded through the Board of Governors Fee Offset Waiver Program (BFAP), with employment contingent upon funding by this program.

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Adams Huff, Carol	Library Assistant I/VC	115/1	07/24/13
Allen, Jason	Sr. Laboratory Technician, MSE/SC	130/1	08/21/13
Berk, Lynette	Transfer Center Specialist/IVC	123/1	08/20/13
Bracken, Nancy	Costume/Makeup Designer/IVC	132/1	08/08/13
Brody, Ambrosia	College Public Information Officer/SC	133/1	08/27/13
Buehler, Jennifer	Disabled Student Program Specialist/SC	123/1	08/26/13
Castro, Metzli	College Information Operator/SC	113/1	08/15/13
Downing, Chad	Sr. Laboratory Technician, MSE/SC	130/1	07/29/13
Goldstein, Dennis	Groundskeeper/IVC	118/1	08/21/13
Jackson, Marc	Sr. Lab. Technician, Theater Arts/Carp/SC	130/1	08/12/13
Jimeno, Carlos	Groundskeeper/IVC	118/1	08/26/13
Ly, Claudia	Sr. Laboratory Technician, MSE/SC	130/1	07/29/13
Metcalf, Andria	Admissions and Records Specialist I/SC	116/1	07/01/13
Mitchell, JoAnn	Accounting Assistant/SC	118/1	08/01/13
Pendry, Ian	Student Development Office Assistant/IVC	121/1	08/20/13
Rodriguez, Conrado	Groundskeeper/IVC	118/1	08/22/13
Williams, Debbie	Senior Administrative Assistant/SC	127/1	08/27/13
Yaganeh, Samira	Sr. Counseling Office Assistant/SC	119/1	08/05/13

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Adams Huff, Carol	Project Specialist/IVC	12.50	07/24/13-06/30/14
Allen, Jason	Project Specialist/SC	16.00	08/19/13-06/30/14
Chacon, Justine	Coaching Aide/SC	15.00	08/05/13-06/30/14
Chen, Shujuan	Project Specialist/SC	16.00	08/26/13-06/30/14
El Ahmar, Nidal	ST Clerk/IVC	13.00	08/09/13-06/30/14
Faltis, Kelly	Project Specialist/SC	15.00	07/10/13-06/30/14
Florkey, Alexandra	TMD Aide/IVC	16.00	08/05/13-06/30/14
Foster, David	Special Project Coord./SC	35.00	08/26/13-06/30/14
Frazian, Rachell	Project Specialist/IVC	12.50	07/24/13-06/30/14
Gaskey, Steve	Project Specialist/SC	20.00	07/24/13-06/30/14
Heuser, William R.	Special Project Coord./IVC	45.00	08/07/13-06/30/14
Hodge, Kevin	Coaching Aide/SC	15.00	08/21/13-06/30/14
Loria, Natalie	Coaching Aide/IVC	15.00	08/16/13-06/30/14
Lu, Huijuan	Project Specialist/SC	16.00	08/27/13-06/30/14
Martinez, Loretta	Project Specialist/SC	20.00	07/25/13-06/30/14
Martinez, Michael	Coaching Aide/IVC	15.00	08/12/13-06/30/14
Murray, Emily	Project Specialist/SC	16.00	08/22/13-06/30/14
Ng, Christopher	Project Specialist/SC	20.00	08/21/13-06/30/14
Palmer, Tyler	Project Specialist/SC	16.00	08/22/13-06/30/14
Patton, Eric	Coaching Aide/SC	15.00	08/26/13-06/30/14
Rocca, Maria	Project Specialist/IVC	20.00	07/01/13-06/30/14
Sanchez, Phillip	Project Specialist/SC	14.00	08/28/13-06/30/14
Williams, Christopher	Project Specialist/SC	14.00	08/29/13-06/30/14
Yarber, Mariam	Project Specialist/SC	12.50	08/20/13-06/30/14

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
Baker, Kelly	08/27/13-06/30/14
Boatman, Katlyn	07/30/13-06/30/14
Burnam, Lydia	08/22/13-06/30/14
Carnevale, Vita	07/01/13-06/30/14
Entezari, Sarah	08/27/13-06/30/14
Espinosa Davila, Ximena	08/06/13-06/30/14
Farrukh, Baber	08/05/13-06/30/14
Fatheree, Dallas	07/31/13-06/30/14
Finkelstein, Kara	08/13/13-06/30/14
Gavin, Zachary	07/30/13-06/30/14
Gurrola, Jesus	08/14/13-06/30/14
Hashemi, Saman	08/27/13-06/30/14

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
Karimi, Asieh	09/03/13-06/30/14
Maguire, Sean	08/20/13-06/30/14
Maria, Selavi	08/27/13-06/30/14
McGee, Cassia	08/14/13-06/30/14
Pfeifer, Rebecca	08/27/13-06/30/14
¹ Potter, Nicklas	09/03/13-06/30/14

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2012/2013** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Aman, Omeed	Tutor/IVC	12.00/hr	08/05/13-06/30/14
Babaei, Shohreh	Tutor/SC	12.00/hr	08/27/13-06/30/14
Bendon, Lauren	Tutor/SC	12.00/hr	08/26/13-06/30/14
Bobell, Rebecca	Tutor/SC	12.00/hr	08/12/13-06/30/14
Brock, Ashlee	Tutor/SC	12.00/hr	08/26/13-06/30/14
Burke, Gail	Tutor/SC	12.00/hr	08/19/13-06/30/14
Burgess, Laurie	Comm. Ed./SC	2500.00/cs	08/20/13-06/30/14
Crispino, Aaron	Tutor/IVC	12.00/hr	08/12/13-06/30/14
Fisher, Timothy	Clinical Skills Spec./SC	30.00/hr	08/19/13-06/30/14
Gallardo, Joseph	Tutor/SC	12.00/hr	08/27/13-06/30/14
Golemo, Jordan	Tutor/IVC	12.00/hr	08/08/13-06/30/14
Goodman, Abigail	Clinical Skills Spec./SC	30.00/hr	08/27/13-06/30/14
Goss, Debbie	Tutor/SC	12.00/hr	09/03/13-06/30/14
Hasebe, Brandon	Clinical Skills Spec./SC	30.00/hr	08/19/13-06/30/14
Kopenhefer, Melissa	Tutor/SC	2500.00/cs	08/12/13-06/30/14
Lappin, David	Tutor/SC	12.00/hr	08/26/13-06/30/14
Mischler, Kristina	Tutor/SC	12.00/hr	08/16/13-06/30/14
Moon, James	Tutor/SC	12.00/hr	08/27/13-06/30/14
Moore, Christopher	Model/SC	22.00/hr	08/27/13-06/30/14
Neely, Edwin	Comm. Ed./SC	2500.00/cs	08/09/13-06/30/14
Orozco Pacheco, Reina	Tutor/SC	12.00/hr	08/15/13-06/30/14
Owen, Rebekah	Tutor/SC	12.00/hr	08/27/13-06/30/14
Park, Wan	Tutor/IVC	12.00/hr	08/12/13-06/30/14
Reed, Nicole	Comm. Ed./SC	2500.00/cs	08/06/13-06/30/14
Renteria, David	Clin. Skills Spec./SC	30.00/hr	08/28/13-06/30/14
Rodriguez, Jubilee	Tutor/SC	12.00/hr	08/02/13-06/30/14
Safarian, Maryam	Tutor/IVC	12.00/hr	08/12/13-06/30/14
Schantz, Doriz	Tutor/SC	12.00/hr	08/21/13-06/30/14

¹ Son of Lance Potter, Senior Laboratory Technician, Mathematics, Sciences and Engineering, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2012/2013** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Schwied, Emma	Tutor/SC	12.00/hr	09/03/13-06/30/14
Stidham, Kevin	Tutor/SC	12.00/hr	08/27/13-06/30/14
Tindall, Alexis	Tutor/SC	12.00/hr	07/30/13-06/30/14
Torabi, Shadi	Tutor/IVC	12.00/hr	08/16/13-06/30/14
Ukishima, Jon	Clinical Skills Spec./SC	30.00/hr	08/27/13-06/30/14
Valdez-Johnson, Shanne	Tutor/IVC	12.00/hr	08/19/13-06/30/14

B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITIONS AND/OR POSITION NUMBERS

1. LEAD GROUNDSKEEPER, Pos. #3449, Classified Bargaining Unit Salary Range 124, Office of Physical Plant, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective August 1, 2013. (Position approved: February 27, 2006)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE CLASSIFIED POSITIONS

1. HEALTH CENTER NURSE, Classified Bargaining Unit Salary Range 136, Student Health Center, Office of Student Services, Irvine Valley College, seeks authorization to establish and announce a part-time, 14 hours per week, 10 months per year position to its staff complement, effective September 24, 2013.
2. OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 113, Office of Community Education, Saddleback College, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective September 24, 2013.
3. PROGRAM ASSISTANT, Categorical, Classified Bargaining Unit Salary Range 118, School of Guidance and Counseling, Irvine Valley College, seeks authorization to establish and announce a part-time, 29 hours per week, 12 months per year position to its staff complement, effective September 24, 2013. This categorical position is funded through the state Extended Opportunity Program (EOPS), with employment contingent upon funding by this program.
4. SENIOR ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 127, Vice President of Student Service, Irvine Valley College, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective September 24, 2013.
5. SENIOR FINANCIAL AID SPECIALIST, temporary, Classified Bargaining Unit Salary Range 129, Financial Aid, Vice President of Student Service, Irvine Valley College, seeks authorization to establish and announce a temporary, full-time, 40 hours per week position to its staff complement, effective September 24, 2013 through March 31, 2014.

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS

1. SADDLEBACK COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - 1a. **ELIMINATE** CAREER GUIDANCE OFFICER, Pos. #3461, Career Center, Division of Transfer, Career and Special Programs, Classified Bargaining Unit Salary Range 129, full-time, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** an CAREER GUIDANCE SPECIALIST, Classified Bargaining Unit Salary Range 136, full-time, 40 hours per week, 12 months per year position to its staff complement, effective September 24, 2013. (Position #3461 was approved by the Board of Trustees on February 27, 2006)
 - 1ai. **RECLASSIFY** MINEO, DONALD, ID #2385, from Career Guidance Officer, Pos. #3461, full-time, 40 hours per week, 12 months per year, Classified Bargaining Unit Salary Range 129, Step 6, to Career Guidance Specialist, full-time, 40 hours per week, 12 months per year, Classified Bargaining Unit Salary Range 136, Step 4, Career Center, Division of Transfer, Career and Special Programs, effective September 24, 2013.
 - 1b. **ELIMINATE** PUBLIC INFORMATION OFFICER, Pos. #4048, Marketing and Communications, Classified Bargaining Unit Salary Range 133, full-time, 40 hours per week, 12 months per year position from its staff complement; and **CREATE** a NEW MEDIA AND MARKETING SPECIALIST, Classified Bargaining Unit Salary Range 138, full-time, 40 hours per week, 12 months per year position to its staff complement; effective September 24, 2013. (Position #4048 was approved by the Board of Trustees on May 26, 2009)
 - 1c. **ELIMINATE** COMMUNITY EDUCATION PROGRAM SPECIALIST, Pos. #3533, Office of Community Education, Classified Bargaining Unit Salary Range 127, 40 hours per week, 12 months per year; and **CREATE** a COMMUNITY EDUCATION PROGRAM SPECIALIST, Classified Bargaining Unit Salary Range 127, 24 hours per week, 12 months per year, effective September 24, 2013. (Position #3533 was approved by the Board of Trustees on February 27, 2006)
 - 1d. **ELIMINATE** DEPUTY CHIEF OF POLICE, Pos. #4544, Office of Campus Safety and Security, Integrated Administrators/Managers Salary Schedule Range 12, full-time, 40 hours per week, 12 months per year position from its staff complement; and **CREATE** a POLICE OPERATIONS LIEUTENANT, Integrated Administrators/Managers Salary Schedule Range 12, full-time, 40 hours per week, 12 months per year position to its staff complement; effective January 1, 2014. (Position #4544 was approved by the Board of Trustees on May 21, 2012)

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -

Continued

2. IRVINE VALLEY COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - 2a. **ELIMINATE** BUILDING MAINTENANCE WORKER, Pos. #4783, Office of Physical Plant, Classified Bargaining Unit Salary Range 124, full-time, 40 hours per week, 12 months per year position from its staff complement; and **CREATE** a CUSTODIAN, Classified Bargaining Unit Salary Range 113, part-time, 20 hours per week, 12 months per year position to its staff complement; **CREATE** an OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 113, part-time, 20 hours per week, 12 months per year position to its staff complement, and **CREATE** a PLUMBER, Classified Bargaining Unit Salary Range 128, part-time, 20 hours per week, 12 months per year position to its staff complement, effective September 24, 2013. (Position #4783 was approved by the Board of Trustees on May 20, 2013)
 - 2b. **ELIMINATE** GRAPHIC DESIGNER/PRODUCTION TECHNICIAN, Pos. #4654, Marketing, Communication and Broadcast Systems, Office of the President, Classified Bargaining Unit Salary Range 126, part-time, 29 hours per week, 12 months per year position from its staff complement, and **CREATE** a GRAPHIC DESIGNER/PRODUCTION TECHNICIAN, Classified Bargaining Unit Salary Range 126, full-time, 40 hours per week, 12 months per year position to its staff complement, effective September 24, 2013. (Position #4654 was approved by the Board of Trustees on July 25, 2012)
 - 2bi. **CHANGE IN HOURS** WILHELM, MELINDA, ID #19144, from Graphic Designer/Production Technician, Pos. #4654, part-time, 29 hours per week, 12 months per year, to Graphic Designer/Production Technician, full-time, 40 hours per week, 12 months per year, Classified Bargaining Unit Salary Range 126, Step 2, Marketing, Communication and Broadcast Systems, Office of the President, effective September 24, 2013.
 - 2c. **ELIMINATE** HEALTH CENTER NURSE, Pos. #4767, Student Health Center, Office of Student Services, Classified Bargaining Unit Salary Range 136, part-time, 16 hours per week, 10 months per year position from its staff complement, and **CREATE** a HEALTH CENTER NURSE, Student Health Center, Office of Student Services, Saddleback College, Classified Bargaining Unit Salary Range 136, part-time, 20 hours per week, 10 months per year position to its staff complement, effective September 24, 2013. (Position #4767 was approved by the Board of Trustees on April 29, 2013)
 - 2ci. **CHANGE IN HOURS** RAJA, DANI, ID #18850, from Health Center Nurse, Pos. #4767, part-time, 16 hours per week, 10 months per year, to Health Center Nurse, part-time, 20 hours per week, 10 months per year, Classified Bargaining Unit Salary Range 136, Step 2, Student Health Center, Office of Student Services, effective September 24, 2013.

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -

Continued

- 2d. **ELIMINATE** POLICE OFFICER, Pos. #3889, Office of Campus Safety and Security, Classified Police Officers Association Salary Range 2, part-time, 26 hours biweekly, 6 months per year position from its staff complement, and **CREATE** POLICE OFFICER, Classified Police Officers Association Salary Range 2, part-time, 16 hours per week, 12 months per year position to its staff complement, effective July 1, 2013. (Position #3889 was approved by the Board of Trustees on July 21, 2009)
- 2di. **CHANGE IN HOURS** FANGRAT, GARY, ID #9838, from Police Officer, Pos. #3889, part-time, 26 hours biweekly, 6 months per year, to Police Officer, part-time, 16 hours per week, 12 months per year, Classified Police Officers Association Salary Range 2, Step 5, Office of Campus Safety and Security, effective July 1, 2013.
- 3. DISTRICT seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - 3a. **ELIMINATE** SENIOR ADMINISTRATIVE ASSISTANT, Pos. #4204, Economic Development, Office of the Associate Vice Chancellor, Classified Bargaining Unit Salary Range 127, full-time, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** an EXECUTIVE ASSISTANT, Classified Bargaining Unit Salary Range 133, full-time, 40 hours per week, 12 months per year position to its staff complement, effective September 24, 2013. (Position #4204 was approved by the Board of Trustees on October 26, 2009)
 - 3ai. **RECLASSIFY** SEMBIAZZA, SANDRA, ID #4688, from Senior Administrative Assistant, Pos. #4204, full-time, 40 hours per week, 12 months per year, Classified Bargaining Unit Salary Range 127, Step 5, to Executive Assistant, full-time, 40 hours per week, 12 months per year, Classified Bargaining Unit Salary Range 133, Step 3, Economic Development, Office of the Associate Vice Chancellor, effective September 24, 2013.

E. REORGANIZATION

- 1. IRVINE VALLEY COLLEGE seeks authorization to change the reporting structure for the following Classified position/s, from reporting to the Vice President of Instruction, to report directly to the Dean of Online and Extended Education, in the Academic Senate and Staff Development departments, effective October 1, 2013.
 - 1a. **ADMINISTRATIVE ASSISTANT**, Pos. #4012, Classified Bargaining Unit Salary Schedule Range 121, full-time, 40 hours per week, 12 months per year. (Pos. 4012 was approved by the Board of Trustees on February 23, 2009, and is appointed to Stefanie Alvarez, ID #13181)

F. TEMPORARY INCREASE IN HOURS

1. WILHELM, MELINDA, ID #19144, Graphic Designer/Production Technician, Pos. #4654, Marketing, Communication and Broadcast Systems, Irvine Valley College, 29 hours per week, 12 months per year has been given a temporary increase in hours to 40 hours per week, with benefits, effective September 3, 2013 through September 23, 2013.

G. OUT OF CLASS ASSIGNMENTS

1. ALBA, DANIEL, ID #17501, Custodian, Pos. #1113, Classified Bargaining Unit Salary Range 113, Step 3, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Building Maintenance Worker, Pos. #3303, Classified Bargaining Unit Salary Range 124, Step 1, 40 hours per week, Office of Physical Plant, Saddleback College, effective August 19, 2013. This is a temporary reassignment for Pablo Saldana, who has been temporarily reassigned.
2. GRANADOS GOMEZ, RAFAEL, ID #16160, Groundskeeper, Pos. #2797, Classified Bargaining Unit Salary Range 118, Step 3, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Groundskeeper, Pos. #4744, Classified Bargaining Unit Salary Range 124, Step 1, 40 hours per week, Office of Physical Plant, Saddleback College, effective August 27, 2013. This is a temporary reassignment for a vacant position.
3. NUNEZ, MARIA, ID #12242, Extended Opportunity Program Specialist, Pos. #3381, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College, has been given a temporary change in assignment to Executive Assistant, Pos. #3536, Classified Bargaining Unit Salary Range 133, Step 1, 40 hours per week, Office of Student Services, Irvine Valley College, effective September 13, 2013 through September 27, 2013. This is a temporary reassignment for Angela Mahaney, who is on leave.
4. PATE, BRITNEE, ID #12547, Office Assistant, Pos. #4485, Classified Bargaining Unit Salary Range 113, Step 6, 28 hours per week, 12 months per year, Office of Community Education, Saddleback College, will be given a temporary change in assignment to Community Education Program Specialist, 24 hours per week, 12 months per year, Classified Bargaining Unit Salary Range 127, Step 1, Office of Community Education, Saddleback College, effective September 24, 2013. This item is contingent upon approval of item D1c of this agenda.
5. PEAK, MICHAEL, ID #17032, Groundskeeper, Pos. #4010, Classified Bargaining Unit Salary Range 118, Step 5, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, has been given a temporary change in assignment to Irrigation Systems Specialist, Pos. #3158, Classified Bargaining Unit Salary Range 129, Step 1, 40 hours per week, Office of Physical Plant, Irvine Valley College, effective August 22, 2013. This is a temporary reassignment for Nicholas Zambrano, who is on leave.
6. SALDANA, PABLO, ID #6233, Building Maintenance Worker, Pos. #3303, Classified Bargaining Unit Salary Range 124, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Building Maintenance Worker, Pos. #2615, Classified Bargaining Unit Salary Range 130, Step 4, 40 hours per week, Office of Physical Plant, Saddleback College, effective August 19, 2013. This is a temporary reassignment for Paul Bonkowski, who is on leave.

H. LEAVE OF ABSENCE

1. MEDRANO, MARTHA, ID #15570, Custodian, Pos. #4042, Classified Bargaining Unit Salary Range 113, Step 5, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been granted a continued leave of absence without pay, but with paid benefits, effective July 29, 2013 through August 20, 2013.

I. ADDITIONAL COMPENSATION

1. HUMPHREY QUIRK, LESLIE, ID #1516, Director of Outreach and Recruitment, Pos. #4605, Outreach and Community Relations, Division of Admissions, Records and Enrollment Services, Saddleback College, Integrated Administrator Manager Salary Range 8, Step 8, is to be paid a monthly stipend of \$125.00 for mileage allowance, effective 2013.

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. COX, DARRYL, ID #9998, Director of Financial Aid, Pos. #4555, Integrated Administrators/Managers Salary Schedule Range 14, Step 8, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Irvine Valley College, resignation effective December 31, 2013 and retirement effective January 1, 2014. Payment is authorized for any compensated time off. (Start date: March 15, 1999)
2. ²RANDEL, LESLIE, ID #13131, Community Education Administrative Assistant, Pos. #2855, Administration, Office of Community Education, Irvine Valley College, conclusion of employment effective date revised to February 8, 2006. Employee was placed on a 39 month re-employment list in accordance with Education Code 88192.
3. SOBCZAK, BRUCE, ID #16964, Director, Economic and Workforce Development, Categorical, Pos. #4636, Integrated Administrator/Manager Salary Schedule Range 18, Step 5, 40 hours per week, 12 months per year, Office of Online and Extended Education, Irvine Valley College, conclusion of employment effective September 3, 2013. Employee has been placed on a 39 month re-employment list in accordance with Education Code 88017 and 88117. Payment is authorized for any compensated time off. (Start date: July 17, 2009)
4. STEVENS, AMY, ID #17455, College Public Information Officer, Pos. #4048, Classified Bargaining Unit Salary Range 133, Step 5, 40 hours per week, 12 months per year, Office of Marketing and Communications, Saddleback College, resignation effective August 23, 2013. Payment is authorized for any compensated time off. (Start date: March 8, 2010)

K. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the **2013/2014** academic years.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Adams, William	Allen, Jared	Allert, Alexander
Amin, Reega	Anderberg, Steven	Anderson, Matthew
Anderson, Monique	Antonio, Josue	Armas, Ruben
Arnold, Ryan	Aqui, Victoria	Baboiyan, Kevin
Bagdasarians, Steven	Bahlinger, Lauren	Balderas, Nadia

² Conclusion of employment was originally approved by the Board of Trustees on February 27, 2006 for February 1, 2006.

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2013/2014** academic years.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Bang, Ami	Bareford, Jonathon	Barwinski, Ashley
Batbayar, Yaujinkham	Bell, Robbie	Bertagna, Dominic
Bickler, Traver	Biehn, Amanda	Biggs, Chandler
Blackburn, Blaze	Black, Jake	Black, Leanne
Bobrofsky, Shawn	Bourdon, Michael	Brillakis, Kosta
Buckley, Nicole	Budd, Jon	Burns, Brian
Bustos, Justine	Camilo, Amanda	Campbell, Kady
Canada, Shea	Carinchi, Tiffany	Carpenter, Kailey
Carson, Bryson	Chalemakchi, Gheith	Cianci, Claive
Clancy, Cody	Clark, Danica	Clement, Ian
Colecom, Kevin	Colecom, Kristen	Conti, Steven
Cooney, Brendon	Cottrell, Thomas	Crankshaw, Timothy
Cruz, Anthony	Culver, Sean	Cummins, Carter
Davis, Katherine	DeBarro, Ian	Delfosse, Greg
Derkum, Adam	Dirks, Brendan	Dong, Xiaocheng
Dorame, Rudy	Dornan, Kyle	Emrani, Leyla
Esfahanian, Mohammad	Faerber, Zach	Ferketic, Trey
Feria, Peter	Ferrer, Wes	Finkelberg, Steven
Fischella, Michael	Flaherty, David	Fogle, Lauren
Foland, Dalton	Foust, Bronson	Foreman, Daren
Franzen, Matthew	Friel, Brenden	Frtyal, Deanna
Funk, Garrett	Gamo, Gabriel	Ganjanpur, Michelle
Garrett, Brianna	Gell, Kalen	German, Corinna
Giberti, Hannah	Gibson, Melahd	Gifford, Daniel
Gledhill, Walker	Glenn, Bryan	Goldstein, Robert
Golemo, Brandon	Gomez, Kevin	Gorr, Presley
Goydos, Chelsea	Gracia, Albert	Grane, Zach
Greig, Jennifer	Gutierrez, Jasmine	Haberman, Tyler
Haller, Chase	Hanson, Thane	Harb, James
Hardy, Kristen	Harmon, Charles	Hasal, Nathaniel
Hateley, Chelsea	Hedden, Kyle	Henderson, James
Hennings, Cody	Hernandez, Fernando	Herren, Trevor
Herrera, Cristefer	Herrera, Julio	Herrera, Roberto
Hollander, Zakk	Hood, Alyssa	Hoover, Lucas
Howey, Travis	Huber, Stefan	Hulse, Luke
Hurtado, Estefania	Iranmanesh, Armin	Isakson, Robert
Jdanov, Peter	Jean Charles, Hurgues	Johnson, Kelsey
Jones, Brendan	Jose, Lorenzo	Kabbara, Amani
Kassam, Alex	Kennedy, Joe	Khan, Maliha
Kinard, Caden	Kirkpatrick, Kara	Kishaba, Chandler
Klamecki, Brian	Kline, David	Kunkel, Brandon
Kurrasch, Kristine	Landau, Sabrina	Larocca, Gina
Larondelle-Jordan, Sonja	Laurie, Mary	Leaali, Cameron
Leckness, Lindsey	Leitner, Jeanie	Lopez, Gary
LoRusso, Richard	Lotho, Michael	Lowy, David
Luther, Tevin	Luxon, Alexander	Lynn, Jeffrey

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2013/2014** academic years.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Maldonado, Jenry	Malek, Sean	Maleszewski, Maya
Mandujano, John	Mann, Austin	Marciano, Danielle
Marquina, Maritza	Marshall, Erika	Marshall, Nathan
Martin, Kelsey	Martin, Samoine	Martinez-Bennett, Kirra
Mathews, Dylan	Mauss, Trevor	May, James
McCormick, Kim	McEven, Austin	Medeiros, Kelsey
Meeker, Katie	Mehrzaei, Omid	Melody, Cecelia
Meridith, Candace	Meridith-Orosco, Austin	Merule, Chris
Meyer, Lily	Miller, Slate	Miller, Walter
Mirmehdi, Asian	Mishkin, Sara	Mitchell, Jared
Moeller, Cole	Mojarro-Busto, Andree	Monaghan, Jeffrey
Monrreal, Elizabeth	Moore, Tyler	Mouzoon, Dounya
Munson, Erik	Murray, Christian	Nakata, Hana
Namy, Nika	Nasr, Brandon	Niakamal, Justin
Nietz, Jody	Noble, Elijah	Nollola, Alex
Null, Erica	Olson, Madisen	Orozco, Adrienne
Orozco, Kevin	Osmanzada, Kamal	Parenteau, Olivia
Parkhouse, Cassidy	Parsley, Reighlynn	Paschall, Megan
Patel, Achyut	Patel, Rushil	Patino, Danieli
Perez, Jordan	Perez, Lizbeth	Peter, Adrian
Piccardo, Clara	Piwczynski, Philip	Plumb, Brianna
Porter, Jacqueline	Portillo, Alexis	Powers, Caroline
Punya, Tony	Purll, Samantha	Randol, Jordan
Read, Connor	Remington, Kelli	Ricca, Kelly
Richardson, Jordan	Rivera, Fabiola	Robb, Kathryn
Robleto, Marsha	Rodriguez, Frank	Roj, Kimheng
Romero, Cristian	Rubens, Margaret	Rubiano, Nicolas
Ryan, Clare	Sabatino, Taylor	Scott, Haley
Schotl, Samuel	Senger, Colton	Sharp, Amanda
Shelton, Andrew	Shin, Brian	Sierra, Sergio
Slye, Hayley	Solis, Rodolfo	Soltanmoradi, Mansour
Southwell, James	Spradley, James	St. John, Shannon
St. Onge, James	Stanley, Dominick	Stead, Corey
Stockin, Kristin	Stoll, Kurtis	Stoneking, Megan
Strombotne, Derek	Strong, Dustin	Stueben, Nancy
Sultan, Zaid	Swann, Nathan	Takata, Case
Tamayo, Adriana	Taylor, Blake	Tejeda, Manny
Tercenio, Quentin	Terris, Heather	Thomas, Gary
Tiempos, Patricia	Tomlinson, Wiatt	Torbert, Michael
Trujillo, Joseph	Truong, Anh	Valdez, Joseph
van de Mortel, Kurt	Vassetizadeh, William	Visca, Kaytlin
Vivar, Monica	Waghela, Shraddha	Waimrin, Christina
Webb, James	Weirich, Marlene	White, Dawn
Williams, Jamari	Wilson, Spencer	Wolack, Kyle
Wolf, Jordan	Wolfe, Ivy	Wolff, Garrett
Woode, Michael	Yearwood, Drew	Yoshida, Yuichi
Zarate, Omar	Zueck, Andrew	

K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2013/2014** academic years.

Advanced Technology and Applied Science, Saddleback College

Escamilla, Erik	Karlsson, Dan Erik	Knest, Jack
Moore, Harvey	Wine, Michael	

Business Sciences, Irvine Valley College

Mulroy, Dan	Wald Esq., David
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Fine Arts and Media Technology, Saddleback College

Donaldson, Diana	Kornigusky, George	Lewis, Terry
Matthews, Duane	Patel, Varsha	Siegman, Collette
Spraker, Michael	Tiner, Peter	

DSPS, Special Programs, Irvine Valley College

Do, To Nhu	Navarro, Laura
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Humanities & Languages, Irvine Valley College

Fujimaki, Toshiyuki	Gao, Xiuhui	Ishii, Munehiro
Kamei, Yu	Kanda, Ayano	Kobayashi, Makiko
Michie, Funai	Narabu, Sachie	Wang, Taemi

Kinesiology and Athletics, Saddleback College

Doppenberg, Kathleen	Hodge, Kevin	Hughes, Kyle
Isagawa, Shusaku	Ma, Rachal	Maueter, Lauren
Meifert, Melinda	Ramires, Enrique	Staley, Dawn
Wright, Nicole		

Kinesiology, Health and Athletics, Irvine Valley College

Abrahams, Lawrence	Baldwin, Hayley	Gong, YinJia Rose
Hsu, Shannon	Hyodo, Julian	Kaplan, Jeff
McManus, Charles	Myers, Jacqueline	Rouse, Miko
Tey, Kiam	Yoshimura, Ruriko	

Liberal Arts, Saddleback College

Adams, Erik	Harrison, Milagros
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Library Services, Irvine Valley College

de Jesus Gomez, Jose

Life Sciences & Technology, Irvine Valley College

Do, Tin	Martin, Karie	Nguyen, Nga
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Public Information, Marketing and Media Services, Irvine Valley College

Patko, Brittany	Ulrich, Kelly
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Online Education and Learning Resources, Saddleback College

MacDonald, Donald	Sailer, Sabrina
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K. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the **2013/2014** academic years.

Transfer Center & Special Programs, Saddleback College

Aitken, Lori	Andren, Gloria	Carrillo, Chris
Coit, Aimee	Ford, Darrel	Hall, Courtney
Hilliado, Joseph	Katsuren, Harold	Maryhew, Linda
Modrynski, Jason	Monsale, Maria	Moslehshirazi, Mahnaz
Napombhejara, Jerry	Palmer, Kerry	Raynor, Nora
Sutrisno, Asep	Whipple, Andrea	

South Orange County Community College District

CAREER GUIDANCE SPECIALIST, ID #, Classified Bargaining Unit Salary Schedule Range 136

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction from the Dean of Transfer, Career, and Special Programs, performs a full range of administrative, professional, and programmatic duties related to coordinating and providing the operations and services of the Career Guidance Program within the Career and Re-Entry Center; provides appropriate and comprehensive information, assistance, resources, referrals, and professional advisement to assist students in determining career goals and exploring various career options; provides orientation and instruction to students and staff in the use of various Career and Re-Entry Center resources, programs and services; provides instructional design support, education, and training to faculty and staff relating to career guidance supported software and online systems; and maintains liaison with public and private colleges and representatives of local businesses.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in program management and development; participate in the development of goals and objectives as well as guidelines and procedures for assigned operations and services.
2. Participate in selecting assigned staff; participate in the orientation and training of new employees, student assistants, and volunteers; provide technical and functional supervision to lower-level office staff, volunteers, and student workers as assigned including to assign, schedule, train, and provide work direction; prioritize work assignments; review and validate completed work for accuracy.
3. Prepare and administer the Career Guidance Program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular budget reports to administrator for control of expenditures; assist in resolving budget issues and problems; process budget/expense transfers; recommend budget revisions.
4. Provide instructional design support, education, and training to faculty and staff relating to career guidance supported software and online system; develop and update professional development programs for faculty, students, and staff on software applications and related technology in career guidance including software application support; provide training and instruction to students, faculty, and staff in the use of distance education; develop accessible distance education delivery systems in compliance with established regulations.
5. Perform complex computer and technical troubleshooting and upkeep related to the Career Guidance Program's computer lab; coordinate and troubleshoot issues related to multiple complex online career systems.

South Orange County Community College District
Page 2 - Career Guidance Specialist

REPRESENTATIVE DUTIES

6. Provide a full range of assessment and advisement services; provide a variety of assistance to students in exploring careers, developing an understanding of the employment environment, and implementing career decisions; assist students in identifying career interests, goals, and objectives; provide referrals as appropriate in support of educational and career goals.
7. Provide information and assistance to students regarding the availability of specific majors, two and four year degree programs, and occupational, certificate, and special training programs; provide information about colleges, financial aid, study abroad opportunities, careers, scholarships, and related information to students, community members, faculty, and staff.
8. Conduct research and interpret occupational, educational, and economic information for staff and students regarding colleges, career trends, career opportunities, and related data to aid students in making and implementing occupational goals and objectives.
9. Provide technical and instructional guidance to faculty and students concerning the operation of computers, occupational software/internet based programs, and computerized assessment programs; provide instruction on how to access a variety of Career & Re-Entry Center library resources for career and college information; provide assistance on how to research and obtain information on scholarships, grants, and internships.
10. Provide class orientations to students and faculty in the Career & Re-Entry Center regarding Career Guidance Program activities, programs, and resources; deliver promotional, informative, and motivational Career Guidance Program presentations to college classes on campus.
11. Advertise and market the Center and its programs including use of web site and through printed materials and presentations; develop and design posters, flyers, informative career materials, handouts, brochures, and bulletin board displays; compose and produce newsletter for distribution to faculty, staff, and students.
12. Organize, evaluate, coordinate, budget, purchase, and select assessment test materials; coordinate with counseling staff, administrators, and outside vendors; provide information to counselors on how to administer tests; update counselors on new test procedures; score assessments; assist in the interpretation of assessment tools for students and community members seeking career direction.
13. Evaluate and recommend methods or accessibility for instructional materials, textbooks, multimedia videos, and web-based coursework used in career related and distance education courses.
14. Research current career planning materials; select and purchase a variety of resource materials including books, brochures, directories, and computer software programs.
15. Participate in the collection and auditing of various moneys; reconcile receipts and generate reports.
16. Develop, deliver, and implement workshops, career programs, and career events.
17. Establish and maintain cooperative working relationships with other agencies and other College offices and programs; coordinate with Career & Re-Entry Center staff to ensure collaboration and continuity of services.

South Orange County Community College District
Page 3 - Career Guidance Specialist

REPRESENTATIVE DUTIES

18. Meet with and select professional members of the community to arrange programs, presentations, and guest speakers/panels to provide students with occupational, job search, and industry information.
19. Serve as a liaison between the college and community regarding assigned programs and operations.
20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of the Career Guidance Program within the Career and Re-Entry Center.

Instructional design principles and practices.

Distance education delivery systems.

Advanced methods and techniques of career planning and counseling.

Advanced interviewing and advisement techniques.

Current and future labor market trends and their application to career opportunities.

A full range occupational, industry, and job search information.

A wide variety of resource materials utilized in career counseling.

Career information systems.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

Work organization and office management principles and practices.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles and techniques used in public relations.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Coordinate, oversee, and implement the operations, services, and activities of the Career Guidance Program within the Career and Re-Entry Center.

Plan, organize, and implement programs, workshops, seminars, and services regarding career guidance.

Setup and maintain Career Guidance Office, computer lab, and library location and equipment.

South Orange County Community College District
Page 4 - Career Guidance Specialist

QUALIFICATIONS

Ability to:

Manage technologies and materials to employ evolving informational technologies for instructional programs and distance education.

Provide lead supervision and training to assigned staff.

Understand the organization and operation of the College, the Career and Re-Entry Center, and the Career Guidance Program as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform a variety of responsible and difficult professional, programmatic and administrative duties involving the use of independent judgment and personal initiative.

Assess student needs, provide advisement, develop viable plans and alternatives, and make appropriate on- and off-campus referrals.

Assist students in identifying career interests, goals, and opportunities.

Effectively represent the Career Guidance Program to outside individuals and agencies to accomplish the goals and objectives of the unit.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations; provide referrals as necessary to other college personnel.

Respond to a variety of requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Participate in the preparation and administration of assigned budgets.

Research, compile, analyze, and interpret data and information.

Prepare a variety of clear and concise administrative and financial reports.

Implement and maintain filing and record-keeping systems.

Independently compose and prepare correspondence and memoranda.

Plan and organize work to meet schedules and changing deadlines.

Work within the policies, functions, and requirements of area of assignment.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Type or enter data at a speed necessary for successful job performance.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work independently and effectively in the absence of supervision

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

South Orange County Community College District
Page 5 - Career Guidance Specialist

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, liberal studies, psychology, or a related field. A Master's degree in, guidance counseling or a closely related field is highly desirable.

Experience:

Four years of increasingly responsible administrative and programmatic experience including two years of responsible career counseling experience preferably working within an educational institution.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Created by Forsberg Consulting Services, November 2012

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: 2014 Teachers of the Year Recognition Ceremony

ACTION: Information

BACKGROUND

The Orange County Teachers of the Year (TOTY) program provides recognition for outstanding teachers in Orange County. The goal of the program is to bring recognition to educators and to pay tribute to individuals who provide exemplary service. Candidates are honored at an annual recognition ceremony hosted by the program sponsors. The finalists are invited to represent the county in the California Teachers of the Year program.

STATUS

The 2014 Teachers of the Year Recognition Ceremony will be held on October 25, 2013 at the Disneyland Hotel in Anaheim. The South Orange County Community College District will receive five complimentary invitations for District and school site representatives to honor the finalists for their outstanding efforts in promoting student success. Each community college district may nominate one teacher. This year's designated college from SOCCCD is Saddleback College. The nominee being honored from SOCCCD is Scott Fier.

Item Submitted by: *Gary L. Poertner, Chancellor*

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Information

BACKGROUND

Outside speakers may be invited by administrators, faculty members, or recognized student groups to speak at events open to the public.

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

Item Submitted By: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents*

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
8/28/13 1:00 pm	Laguna Woods Village	Louann Murray & Vic Leipzig	Natural History of Southern California BIO 224X	William Neill	Geology of Orange County
9/11/13 11:00 am	SSC 212	Natalie Hart	CNSA General Meeting	Jason Balough	Advice for RN Career Opportunities
9/24/13 6:00 pm	TAS 225	Kelley Reetz	Certified Interpretive Guide Training	Henry DiRocco	Group Management and Trail Activities
9/18/13 12:00 pm	VIL 3-03	Lisa Inlow	Culinary Principles II FN 241	Jason Carmel	Utensil Skills
10/16/13 4:00 pm	HS 104	Martine Wehr	Juvenile Violence, Gangs and Victimization	Art Guerrero	Working with Young Offenders
11/20/13 4:00 pm	HS 104	Martine Wehr	Juvenile Violence, Gangs and Victimization	Wes McBride	California Gang Investigators
12/4/13 4:00 pm	HS 104	Martine Wehr	Juvenile Violence, Gangs and Victimization	Paul Cano	Child Sex Trafficking

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
9/19/13 6:00 pm	BSTIC 216	Carolina Kussoy	Social Media Marketing CIM 217	Sonja Zant	Branding Your Image
9/26/13 6:00 pm	BSTIC 216	Carolina Kussoy	Social Media Marketing CIM 217	Huy Nguyen	Social Media Strategies
10/3/13 6:00 pm	BSTIC 216	Carolina Kussoy	Social Media Marketing CIM 217	Typhanie Peterson	"Solopreneurs"
10/3/13 7:00 pm	BSTIC 212	Irene Reynolds	Computer Technology & Electronic Research, LGL 202	David E. Wald, Esq.	Computer software Dissomaster Support Calculation and Xspouse as utilized by family lawyers, judges and paralegals in family law practice
10/10/13 6:00 pm	BSTIC 216	Carolina Kussoy	Social Media Marketing CIM 217	Ed Santos	Wahoo's – A Case Study

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

As of August 31, 2013, total estimated Basic Aid receipts are \$519.4M and total approved projects are 507.7M. The balance of \$11.7M includes the reserve of \$7.8M and unallocated funds of \$3.9M.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

There were no changes for the Basic Aid allocation from the August, 2013 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
September 23, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	166,258,363	151,126,393	7,520,626	3,582,102	3,818,817	177,023	33,403
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	378,837	215,312	144,365	738	140,555	120,193
ATEP Building Demolition (2007)	13,700,000	61,693	12,192	1,439,404	781,124	109,025	11,296,561
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	12,197,558	6,208,934	2,390,930	1,798,762	507,119	564,290	727,523
ATEP Site Development (2012)	340,436				31,948	98,851	209,637
ATEP Site Development (2013)	4,100,000					693,427	3,406,573
ATEP Site Development Negotiations (2008)	4,265,883	1,979,700	592,509	618,846	322,921	652,433	99,475
ATEP Staffing, Equipment, Program Development (2007)	891,611	20,689	171,285	346,066	291,119	7,785	54,667
IVC A200 Success Center (2014)	46,095						46,095
IVC A400 Bldg Remodel (2011)	13,013,000				28,153	608,333	12,376,514
IVC Defects Performing Arts Center (2014)	1,400,000						1,400,000
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	41,576	45,644	143,803	25,074	2,583,952
IVC Fine Arts Building (2008) - State Delay, Future Project request	61,278	61,278					-
IVC Life Sciences Project (2004)	13,490,000	81,776	793,360	448,231	(1,169,892)	693,544	12,642,981
IVC New Parking Lot (2013)	3,010,000						3,010,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000		-	215,836	34,022	57,439	92,703
IVC Replace Main Water Valves (2010)	275,000		6,035	76,957	97,311	17,485	77,213
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000		3,088	41,368		78,605	106,939
IVC Science Lab Addition & Remodel (2006)	5,180,000	2,736,299	2,024,161	412,531	-		7,009
IVC SSC HVAC System (2010)	800,000		1,346	19,668	732	12,124	766,130
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Building Repairs - Library Remodel (2003)	12,091,000	77,892	511,511	745,863	1,817,215	(630,004)	9,568,522
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000				-	12,320	2,609,680
SC Building Repairs - ATAS Building (2003)	14,733,313	153,424	-	13,800	94,380	167,292	14,304,417
SC Building Repairs - ATAS Swing Space Renov (2013)	9,520,687					124,917	9,395,770
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-				1,000,000
SC Fine Arts HVAC Renovation (2013)	4,950,000					2,754	4,947,246
SC Golf Driving Range Net Replacement (2005)	300,000	96,800	5,000	4,950	19,300	42,520	131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115
SC Pool Deck Replacement (2010)	1,500,000		23	1,276,844	189,784	8,121	25,228
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000		166,833	851,935	337,751	63,860	79,621
SC Sciences Building (M/S/E annex) (2003)	58,835,346	29,595	-	258,563	1,840,003	295,740	56,411,444
SC Site Improvements (2008)	12,580,000	-	5,740	212,701	-	1,464	12,360,095
SC SM 12KV Elec Distr Repair (2014)	200,000						200,000
SC SM HVAC PE 100 (2014)	800,000						800,000
SC SM PE 200 Bleacher Repairs (2014)	725,000						725,000
SC SM PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC SM PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000					10,710	739,290
CAPITAL PROJECTS TOTAL	217,353,322	11,896,866	6,940,902	8,972,334	5,367,531	3,858,665	180,317,024
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	900,000						900,000
IVC Sports Facilities (2012)	342,600					702	341,898
SC Central Plant (2013)	750,000					61,780	688,220
SC Energy Management System (2012)	657,400				323,678	333,722	-
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	3,425,000	-	-	-	323,678	396,204	2,705,117.71

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
September 23, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
IT PROJECTS							
Campus Desktop Refresh (2013)	2,250,000					648,198	1,601,802
SOCCCD Awards Management System (2013)	500,000					303,641	196,359
SOCCCD Blackboard Plug-ins (2013)	150,000					2,000	148,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,000,000					230,118	769,882
SOCCCD Document Management Solution (2011)	659,202				622,823	18,731	17,648
SOCCCD DW Hardware Refresh (2014)	505,000						505,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	5,500,000					446,032	5,053,968
SOCCCD Enterprise Backup Solution (2014)	150,000						150,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000					31,386	118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	5,250,000				16,131	150,433	5,083,436
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000					15,000	5,000
IT Governance - TeamDymanixHE Software	50,000					14,400	35,600
TracDat Integration with SharePoint	36,000					35,964	37
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000					420	19,581
Unified Communications System	50,000					28,928	21,072
IT Contingency	306,855					31,800	275,055
SOCCCD IT Basic Aid Projects (2013)	557,855				-	126,511	431,344
SOCCCD IT Projects SC/IVC/Atep Instruct & Student Svc (2010)	8,744,770		2,906,089	2,665,868	1,745,944	888,629	538,240
SOCCCD Master Calendar Integration (2014)	300,000						300,000
SOCCCD Matriculation SEP System (2013)	100,000					332	99,668
SOCCCD MySite Message Customization (2014)	150,000						150,000
SOCCCD MySite Security (2014)	50,000						50,000
SOCCCD New Library System (2014)	100,000						100,000
SOCCCD Online Catalog (2014)	125,000						125,000
SOCCCD Predictive Analytics (2013)	250,000					54,052	195,948
SOCCCD Student Information System Enhancement (2013)	3,000,000					1,047,013	1,952,987
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	12,931,624	1,099,661	4,250	22,466	1,350	42,909
SOCCCD Student Success Dashboard (2014)	550,000						550,000
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	5,483,732	1,197,263	923,579	392,177	28,547	11,179
SOCCCD Virtual Desktop (2014)	50,000						50,000
SOCCCD Waitlist Modification (2014)	250,000						250,000
IT PROJECTS TOTAL	52,535,064	18,415,356	5,203,013	3,593,697	2,799,541	3,976,974	18,546,483
OTHER ALLOCATIONS							
IVC Debt Retirement - Energy Loans (2014)	2,254,321						2,254,321
SOCCCD Design/Build Specialty Consultant (2013)	350,000				13,300	91,725	244,975
SOCCCD Dist Union Offices (2014)	100,000						100,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	175,000						175,000
SOCCCD DSA Project Close Out (2013)	280,000					12,256	267,744
SOCCCD Facilities Software System (2013)	1,004,000					309,248	694,752
SOCCCD FPP, IPP, 5 Year Plans (2013)	175,000						175,000
SOCCCD Insurance Deductibles (2014)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	350,000					8,531	341,469
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	510,000	136,354	13,140		117,900	100,578	142,027
SOCCCD Legal Counsel Facility Related Issues (2013)	600,000					35,073	564,927
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	981,697	-	417,291	-	354,083	445,917
SOCCCD Retiree Benefits (2001 - present)	60,027,683	24,917,938	2,500,000	8,000,000	2,600,000	18,489,745	3,520,000
OTHER ALLOCATIONS TOTAL	68,124,992	26,035,989	2,513,140	8,417,291	2,731,200	19,401,240	9,026,131
BASIC AID PROJECT TOTALS	507,696,741	207,474,605	22,177,681	24,565,424	15,040,767	27,810,106	210,628,159

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
September 23, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
	Commitments	312,069,823	37,446,916	41,176,493	(9,951,045)	70,406,108	56,548,446
	Cumulative Commitments	312,069,823	349,516,739	390,693,233	380,742,187	451,148,295	507,696,741
	Receipts	316,195,584	39,022,021	38,737,963	39,301,044	46,888,399	39,269,228
	Cumulative Receipts	316,195,584	355,217,605	393,955,568	433,256,612	480,145,011	519,414,239
	Cumulative Expenses	207,474,605	229,652,286	254,217,709	269,258,476	297,068,582	507,696,741
	Uncommitted Basic Aid Funds	108,720,979	125,565,319	139,737,859	163,998,136	183,076,429	11,717,498
<i>Change from August 2013 Report:</i>	<i>Approved Amount</i>						<i>2013/14 and Forward</i>
<i>Total Change from August 2013 Report</i>	-	-	-	-	-	-	-

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
September 23, 2013

SADDLEBACK COLLEGE

1. LIBRARY AND LEARNING RESOURCE REMODEL

	Original	Revision	Total
Project Budget:	\$21,124,000	\$1,690,000	\$22,814,000
State Match:	\$16,139,000	(\$466,000)	\$15,673,000
Basic Aid Allocation:	\$4,985,000	\$7,106,000	\$12,091,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04, 6/22/09 and 6/17/2013. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$15,673,000 with \$13,673,000 returned to basic aid account. *On 6/17/2013, the Board approved an additional \$4,950,000 to address project delay and construction defects costs.*

Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement discussions with the contractor. The remaining state reimbursement will remain in the project budget until completion of these negotiations. The first round of mediation sessions is scheduled for September 10th and 11th. *The contractor did not submit its final claim to District counsel in a timely manner; therefore, mediation of the claim has been postponed to a future date to be determined by the court. The contractor informed District counsel that the September 10th and 11th dates will be used to mediate subcontractor claims against the contractor.*

Status: The contractor completed seventeen months behind schedule. Contractor payment withholdings include stop notices filed by subcontractors and material suppliers. Claim issues have been combined and a Judge has been assigned.

In Progress: Close out documents and warranties submittals, DSA close out.

Recently Completed: *The contractor obtained a bond to address labor compliance issues surrounding its subcontractor Central Tech Air Conditioning (CTAC). Pursuant to instruction by District counsel, the District issued a settlement check to the contractor to address the CTAC issue and time barred stop notices amounts.*

Focus: Legal issues and close out of outstanding change orders.

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: September 2012	DSA Close Out: Pending

2. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$6,816,000	\$59,050,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$54,968,000	\$58,835,000
Unassigned:	\$11,803,000	(\$11,588,000)	\$215,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000.

Status: Cost reduction *efforts* are underway to bring the project *costs* back into alignment with the project construction budget. Board approved Resolution to move forward with Validation Action and the Lease, Sublease and Construction Services Agreement contract documents as to form *are* approved.

In Progress: Steps toward finalizing the Guaranteed Maximum Price are in process. Proceeding with Validation Action.

Recently Completed: The Division of the State Architect (DSA) approved and stamped the construction documents on June 26th. Subcontractor bids were received on August 8th and 15th, 2013. *Project costs are over budget pursuant to bid outcomes. Cost reduction efforts are underway.*

Focus: Staff, consultants, and contractor are continuing efforts to maintain bidding procedures and outcomes consistent with competitive bid procedures. Parallel with Validation, the contractor is finalizing the GMP and staff is developing final executed agreements for final Board approval.

Project Start: March 2011	Scheduled Finish: October 2014 2015
Projected Finish: October 2014 2015	DSA Close Out: Pending

3. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,00	\$883,000	\$12,580,000
State Match:	-	-	-
Basic Aid Allocation:	\$4,942,000	\$7,638,000	\$12,580,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08 and 6/17/2013. During the discovery phase and further defined through the Education and Facilities Master Plan (EFMP) process, the architect determined the budget estimate to be \$8,997,583. Environmental impacts could increase the project estimate. *Previous allocations to address Storm Drain improvements were consolidated with this Site Improvements project modifying the original Basic Aid allocation upwards by \$1,500,000. The Board approved an additional \$7,638,000 to address anticipated costs for overall scope.*

Status: Site Improvements includes site-work (relocation of the practice fields), infrastructure (storm drain improvements) and relocation of parking lots at the New Sciences Building in parking lot 5 and locating the TAS Swing Space (Auto-tech program) in parking lot 1. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Defining specific project scope to include for developing criteria architect request for proposals.

Recently Completed: At the June 17, 2013 Board meeting, the Design/Build delivery method was approved for the project.

Focus: Meetings are being established with the stakeholders to develop the scope of work in order to enlist a Criteria Architect.

Project Start: Phase I-Feb 2010	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$12,777,000	\$14,733,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11 and 8/27/2012. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget.

Status: The District has approved the 100% Design Development Documents and has authorized the architect (GKK) to proceed with the Construction Documents.

In Progress: Construction Documents *in design*.

Recently Completed: *100% Design Documents approved, and NTP issued for Construction Documents*

Focus: The TAS construction phase is impacted by the TAS swing space. Construction completion for that project has been advanced to December 2015.

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: April 2016 2017	DSA Close Out: Pending

5. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000	\$0	\$5,807,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$3,714,000	\$9,521,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,714,000 *to accommodate project scope needs*.

Status: Schematic Design review is complete. *Campus recommended Auto Tech location at Option 1 in parking lot 1. Project being reviewed for revised design to minimize budget impact.*

In Progress: Environmental, fire-life-safety, access, *design revisions and budget impacts are under review*

Recently Completed: *Meetings held with Campus who recommended location of Auto tech Building in parking lot 1*

Focus: Review design options and costs for new locations, and obtain geotechnical report.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: January 2016	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: Construction complete and occupied. DSA Close Out underway. The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. Approximately 12 remain in "Pending" status and must be closed to arrive at DSA close out.

Recently Completed:

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$12,377,000	\$13,490,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010, and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$12,843,000 resulting in no need for additional basic aid funding. \$5,700,000 of the state reimbursement has been returned to basic aid project funds. Outstanding state reimbursement is \$725,000 which is the remaining portion of the state's contribution for equipment funding reimbursement. *On June 17, 2013, the Board approved an additional \$1,780,000 to address project delay costs.*

Status: After Surety takeover, the new completion date was anticipated as July 31, 2013. The new completion is projected for *October 31*, 2013. This delay will not impact the projected spring occupancy, however, project related consultant agreements are under review and some may require another extension. Construction is 90% complete.

In Progress: Procurement is underway for the furniture, fixtures and equipment for the building. Commissioning and interior finishes are in progress.

Recently Completed: *Landscaping, irrigation and building signage are complete.*

Focus: Correction work continues. Negotiations between Surety and District to resolve added costs of schedule delay and minimize project impacts.

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: <i>October 15</i> , 2013	DSA Close Out: Pending

3. FINE ARTS BUILDING

	Original	Revision	Total
Project Budget:	\$31,451,000	\$5,368,000	\$36,819,000
Anticipated State Match:	\$28,305,000	(\$2,379,000)	\$25,926,000
Basic Aid Allocation:	\$3,200,000	(\$3,200,000)	-
Unallocated:	(\$54,000)	(\$10,839,000)	(\$10,893,000)

Budget Narrative: Budget reflects reporting as shown on State Chancellor's Office FUSION report planning year 2015-2016. Budget reflects Board agenda action on 3/24/2008, 4/27/2009, 8/27/2012 and 6/17/2013. *On June 17, 2013, the Board approved reversal of funding from the Fine Arts Building Project back to Basic Aid until the State Match is funded and local match is necessary.*

Status: The District submitted a Final Project Proposal (FPP) to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. The State Chancellor's office has recently adopted a new method for projecting enrollments with the expectation that projections will better align with actual enrollments. With this measure, the IVC Fine Arts project currently does not qualify for FPP approved status. If it is not funded in this fiscal year, it will not be eligible in the following FPP submittal for funding consideration.

In Progress:

Recently Completed: State Chancellor's office provided submittal to the Legislative Analyst Office on July 1, 2013 in anticipation of a 2014 bond.

Focus: Obtain FPP *funding* for IVC.

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

5. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Plan coordination issues with the City of Irvine 98% complete.

In Progress: Finalize negotiations with the City of Irvine for easement and maintenance of landscape. Finalize negotiations with utility company for easement. Develop specifications for bid documents.

Recently Completed: Division of the State Architect complete with accessibility review.

Focus: Conclude agency negotiations and prepare documents to bid.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2013
Projected Finish: Early 2015	DSA Close Out: Pending

6. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$10,008,949	\$13,013,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/13/2013. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On June 17, 2013 the Board approved \$1,550,000 for *contingency and* furniture, fixtures and equipment.

Status: The 50% *construction* documents have been submitted, and are being reviewed by District and College staff.

In Progress: 100% construction documents are *underway*.

Recently Completed: IVC Faculty/End Users accepted 85% design development documents.

Focus: Continue document development for DSA submission in late September 2013. Begin furniture, fixture and equipment selection.

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	-	\$13,700,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	\$6,700,000	\$13,700,000

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

Status: Four demolition projects are complete with ATEP Building Foundations and Infrastructure Demolition underway. *Additional demolition projects must be addressed as a result of the land exchange with the City of Tustin.*

In Progress: *Determination for how to best address unforeseen circumstances below grade. Associated change order and amendment is included in this Board agenda.*

Recently Completed: ATEP Building Foundations and Infrastructure Demolition: *State Water Board approval of Storm Water Pollution Prevention Plan (SWPPP) to move forward with grading.*

Focus: Ensure that site is left in good condition to meet on-going maintenance needs.

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: March 2013	DSA Close Out: N/A

2. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect has developed the Criteria documents. Programming completed January 2012. IVC Technical Specifications approved during A400 project development.

In Progress: *Colleges are performing reviews on programming objectives.*

Recently Completed: Saddleback College completed review of the technical specifications.

Focus: Development of RFP criteria documents underway with district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	-	\$704,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012.

Status: Consultants are continuing to move forward with the project.

In Progress: *Coordinate condition assessment and scheduled maintenance information into a graphic representation at State Chancellor's website. Irvine Valley College is beginning to employ the Maintenance Direct portion of the software modules. Saddleback College will transition from their existing software to the new software over the next three months and is expecting to be using the new software in January 2014.*

Recently Completed: Draft condition assessment report for Irvine Valley College and Saddleback College reviewed. Graphic representation of District buildings at State Chancellor's office website complete.

Focus: Finalize report, schedule training at college level, and upload information with State Chancellor's Office FUSION website.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: <i>October</i> 2013	DSA Close Out: N/A

Project updates for active projects may be viewed at:
<http://soccdd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design/project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. that are outside of the control of District and consultants
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification. Level of project complication dictates timeframe for completing this scope of work.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103 and an additional deposit of \$4,618,708 on January 10, 2011.

On June 17, 2013, \$5,000,000 was deposited to the trust, and on July 31, 2013, an additional \$5,000,000 was deposited. The remaining \$3,389,913 to fully fund the OPEB trust liability was deposited on August 20, 2013. The total unfunded liability reported to the Board in May, 2013 was \$15,889,745. That total less amounts due from the trust to the District for retiree benefits of \$2,499,832 net to the three deposits totaling \$13,889,913. Total deposits into the trust since inception are \$68,799,724.

STATUS

This report is for the period ending August 31, 2013 (Exhibit A). The portfolio is comprised of 49.7% Fixed Funds (Bonds) and 50.3% Common Stocks (Domestic and International). The fair market value at August 31, 2013 is \$84,697,024. Since inception, the trust has earned a 5.33% annualized return, which is down .47% from the prior month. The annualized return is consistent with the market.

September 6, 2013

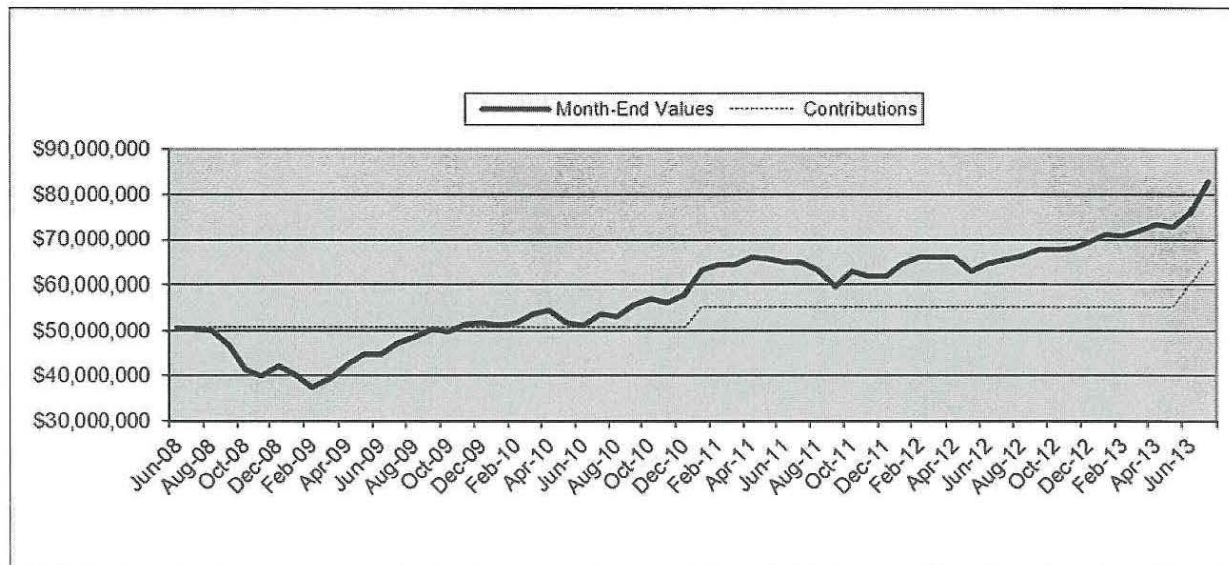
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on August 31st of \$84,697,024.16 your portfolio's performance was down 1.87% for the month and up 5.33% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (49.7%), and common stock funds (50.3%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>August 2013</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	-1.87%	3.07%	5.33% annualized return
S&P 500	-2.90%	16.16%	7.19% (Domestic Stocks)
MSCI EAFE	-1.32%	8.15%	0.13% (International stocks)
Barclays Aggregate	-0.51%	-2.81%	4.95% (Domestic Bonds)
Barclays Global	-0.52%	-4.12%	3.69% (Global Bonds)



Very truly yours,

Scott W. Rankin
Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A
Page 2 of 2

Month - Year	Month-End Values	Contributions
June-08	\$ 50,589,708	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,409,811
June-12	\$ 64,788,984	\$ 55,409,811
July-12	\$ 65,563,930	\$ 55,409,811
August-12	\$ 66,464,346	\$ 55,409,811
September-12	\$ 67,752,206	\$ 55,409,811
October-12	\$ 67,885,330	\$ 55,409,811
November-12	\$ 68,138,640	\$ 55,409,811
December-12	\$ 69,357,729	\$ 55,409,811
January-13	\$ 70,991,112	\$ 55,409,811
February-13	\$ 70,937,479	\$ 55,409,811
March-13	\$ 71,945,351	\$ 55,409,811
April-13	\$ 73,452,895	\$ 55,409,811
May-13	\$ 72,940,697	\$ 55,409,811
June-13	\$ 76,038,439	\$ 60,409,811
July-13	\$ 82,877,790	\$ 65,409,811
August-13	\$ 84,697,024	\$ 68,799,724

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A and EXHIBIT B) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through July 31, 2013 (EXHIBIT A) and August 31, 2013 (EXHIBIT B). A review of current revenues and expenditures for FY 2013-2014 show they are in line with the budget. When compared with prior year trends, there is a decrease in current year revenues due to a change in accounting practice. The past practice has been to record property tax revenues on a cash basis in the year received. Based on best practices, for FY 2012-2013, property taxes received in July for the prior fiscal year were accrued as a receivable in the prior year and not as FY 2013-2014 revenue.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of July 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 34,319,623	34,319,623	34,319,623	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 1,437,406	1,437,406	102,052	7.10%
State Sources	8600-8699	16,576,274	16,576,274	1,983,372	11.97%
Local Sources	8800-8899	187,210,910	187,210,910	3,635,079	1.94%
Other Financing Sources	8900-8912			0	
Total Revenue		205,224,590	205,224,590	5,720,503	2.79%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 239,544,213	239,544,213	40,040,126	16.72%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 67,332,618	67,332,618	2,173,014	3.23%
Other Staff Salaries	2000-2999	41,249,943	41,249,943	18,416	0.04%
Employee Benefits	3000-3999	35,816,180	35,816,180	1,949,462	5.44%
Supplies & Materials	4000-4999	5,090,739	5,090,739	145,308	2.85%
Services & Other Operating	5000-5999	20,660,367	20,660,367	3,110,596	15.06%
Capital Outlay	6000-6999	5,781,881	5,781,881	271,815	4.70%
Payments to Students	7500-7699	398,441	398,441	468	0.12%
Total Expenditures		\$ 176,330,169	176,330,169	7,669,079	4.35%
OTHER FINANCING USES:					
Debt Service	7100-7199	2,254,321	2,254,321	0	0.00%
Inter Fund Transfers Out	7300-7399	\$ 3,209,000	3,209,000	434,000	13.52%
Basic Aid Transfers Out	7300-7399	33,804,051	33,804,051	0	0.00%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		39,267,372	39,267,372	434,000	1.11%
TOTAL USES OF FUNDS		215,597,541	215,597,541	8,103,079	3.76%
ENDING FUND BALANCE		\$ 23,946,672	23,946,672	31,937,047	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 11,717,496	11,717,496		
Reserve for Economic Uncertainties		11,296,568	11,296,568		
College Reserves for Economic Uncertainties		932,608	932,608		
TOTAL RESERVES		\$ 23,946,672	23,946,672		

NOTE: As of July 31, 2012, actual revenues to date were **16.80%** and actual expenditures to date were **4.75%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of July 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 9,959,945	9,959,945	9,959,945	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 85,095,866	85,095,866	1,465,409	1.72%
Restricted Budget Allocation		9,097,454	9,097,454	1,145,250	12.59%
Total Revenue		94,193,320	94,193,320	2,610,659	2.77%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 104,153,265	104,153,265	12,570,604	12.07%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 43,634,681	43,634,681	1,733,355	3.97%
Other Staff Salaries	2000-2999	20,664,930	20,664,930	9,346	0.05%
Employee Benefits	3000-3999	20,323,819	20,323,819	1,015,803	5.00%
Supplies & Materials	4000-4999	3,643,373	3,643,373	133,852	3.67%
Services & Other Operating	5000-5999	8,977,419	8,977,419	1,068,580	11.90%
Capital Outlay	6000-6999	4,110,114	4,110,114	261,297	6.36%
Payments to Students	7500-7699	223,929	223,929	564	0.25%
Total Expenditures		\$ 101,578,265	101,578,265	4,222,797	4.16%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 2,075,000	2,075,000	250,000	12.05%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		2,075,000	2,075,000	250,000	12.05%
TOTAL USES OF FUNDS		103,653,265	103,653,265	4,472,797	4.32%
LOCATION OPERATING BALANCE		\$ 500,000	500,000	8,097,807	
RESERVES					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTE: As of July 31, 2012, actual revenues to date were **16.78%** and actual expenditures to date were **4.32%** of the revised budget to date.

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of July 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		1,544,479	1,544,479	1,544,479	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 47,898,208	47,898,208	987,709	2.06%
Restricted Budget Allocation		5,674,197	5,674,197	1,170,158	20.62%
Total Revenue		53,572,405	53,572,405	2,157,867	4.03%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		55,116,884	55,116,884	3,702,346	6.72%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	21,888,688	21,888,688	576,736	2.63%
Other Staff Salaries	2000-2999	12,795,573	12,795,573	9,070	0.07%
Employee Benefits	3000-3999	11,506,470	11,506,470	546,964	4.75%
Supplies & Materials	4000-4999	1,200,271	1,200,271	17,883	1.49%
Services & Other Operating	5000-5999	5,092,095	5,092,095	517,535	10.16%
Capital Outlay	6000-6999	1,142,667	1,142,667	8,836	0.77%
Payments to Students	7500-7699	174,512	174,512	(96)	-0.06%
Total Expenditures		53,800,276	53,800,276	1,676,928	3.12%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	884,000	884,000	184,000	20.81%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		884,000	884,000	184,000	20.81%
TOTAL USES OF FUNDS		54,684,276	54,684,276	1,860,928	3.40%
LOCATION OPERATING BALANCE		432,608	432,608	1,841,418	
RESERVES					
Reserve for Economic Uncertainties		432,608	432,608		

NOTE: As of July 31, 2012, actual revenues to date were **10.30%** and actual expenditures to date were **4.11%** of the revised budget to date.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of August 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 34,319,623	34,319,623	34,319,623	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 1,437,406	1,437,406	129,568	9.01%
State Sources	8600-8699	16,576,274	16,576,274	1,983,410	11.97%
Local Sources	8800-8899	187,210,910	187,210,910	11,871,615	6.34%
Other Financing Sources	8900-8912			0	
Total Revenue		205,224,590	205,224,590	13,984,593	6.81%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 239,544,213	239,544,213	48,304,216	20.17%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 67,332,618	67,332,618	8,107,323	12.04%
Other Staff Salaries	2000-2999	41,249,943	41,232,843	3,322,215	8.06%
Employee Benefits	3000-3999	35,816,180	35,816,180	4,730,098	13.21%
Supplies & Materials	4000-4999	5,090,739	5,091,107	496,759	9.76%
Services & Other Operating	5000-5999	20,660,367	20,600,919	4,047,685	19.65%
Capital Outlay	6000-6999	5,781,881	5,859,161	414,100	7.07%
Payments to Students	7500-7699	398,441	398,441	69,871	17.54%
Total Expenditures		\$ 176,330,169	176,331,269	21,188,051	12.02%
OTHER FINANCING USES:					
Debt Service	7100-7199	2,254,321	2,254,321	1,342,173	59.54%
Inter Fund Transfers Out	7300-7399	\$ 3,209,000	3,209,000	454,000	14.15%
Basic Aid Transfers Out	7300-7399	33,804,051	33,804,051	0	0.00%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		39,267,372	39,267,372	1,796,173	4.57%
TOTAL USES OF FUNDS		215,597,541	215,598,641	22,984,224	10.66%
ENDING FUND BALANCE		\$ 23,946,672	23,945,572	25,319,992	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 11,717,496	11,717,496		
Reserve for Economic Uncertainties		11,296,568	11,296,568		
College Reserves for Economic Uncertainties		932,608	931,508		
TOTAL RESERVES		\$ 23,946,672	23,945,572		

NOTE: As of August 31, 2012, actual revenues to date were **21.70%** and actual expenditures to date were **11.24%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of August 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE			Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS						
LOCATION BEGINNING BALANCE			\$ 9,959,945	9,959,945	9,959,945	100.00%
REVENUES:						
Unrestricted Budget Allocation			\$ 85,095,866	85,095,866	4,619,367	5.43%
Restricted Budget Allocation			9,097,454	9,097,454	1,559,514	17.14%
Total Revenue			94,193,320	94,193,320	6,178,881	6.56%
INCOMING TRANSFERS	8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS			\$ 104,153,265	104,153,265	16,138,826	15.50%
USES OF FUNDS						
EXPENDITURES:						
Academic Salaries	1000-1999		\$ 43,634,681	43,634,681	5,788,140	13.26%
Other Staff Salaries	2000-2999		20,664,930	20,647,830	1,702,609	8.25%
Employee Benefits	3000-3999		20,323,819	20,323,819	1,796,166	8.84%
Supplies & Materials	4000-4999		3,643,373	3,642,211	354,780	9.74%
Services & Other Operating	5000-5999		8,977,419	8,980,064	1,467,946	16.35%
Capital Outlay	6000-6999		4,110,114	4,125,731	372,458	9.03%
Payments to Students	7500-7699		223,929	223,929	66,285	29.60%
Total Expenditures			\$ 101,578,265	101,578,265	11,548,384	11.37%
OTHER FINANCING SOURCES/(USES):						
Debt Service	7100-7199		0	0	0	
Transfers Out	7300-7399		\$ 2,075,000	2,075,000	270,000	13.01%
Other Transfers	7400-7499		0	0	0	
Total Other Uses			2,075,000	2,075,000	270,000	13.01%
TOTAL USES OF FUNDS			103,653,265	103,653,265	11,818,384	11.40%
LOCATION OPERATING BALANCE			\$ 500,000	500,000	4,320,442	
RESERVES						
Reserve for Economic Uncertainties			\$ 500,000	500,000		

NOTE: As of August 31, 2012, actual revenues to date were **21.41%** and actual expenditures to date were **11.64%** of the revised budget to date.

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of August 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		1,544,479	1,544,479	1,544,479	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 47,898,208	47,898,208	3,515,657	7.34%
Restricted Budget Allocation		5,674,197	5,674,197	1,577,537	27.80%
Total Revenue		53,572,405	53,572,405	5,093,194	9.51%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		55,116,884	55,116,884	6,637,673	12.04%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	21,888,688	21,888,688	2,343,233	10.71%
Other Staff Salaries	2000-2999	12,795,573	12,795,573	1,020,561	7.98%
Employee Benefits	3000-3999	11,506,470	11,506,470	946,377	8.22%
Supplies & Materials	4000-4999	1,200,271	1,201,801	130,374	10.85%
Services & Other Operating	5000-5999	5,092,095	5,030,002	825,632	16.41%
Capital Outlay	6000-6999	1,142,667	1,204,330	34,062	2.83%
Payments to Students	7500-7699	174,512	174,512	3,586	2.05%
Total Expenditures		53,800,276	53,801,376	5,303,825	9.86%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	884,000	884,000	184,000	20.81%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		884,000	884,000	184,000	20.81%
TOTAL USES OF FUNDS		54,684,276	54,685,376	5,487,825	10.04%
LOCATION OPERATING BALANCE		432,608	431,508	1,149,848	
RESERVES					
Reserve for Economic Uncertainties		432,608	431,508		

NOTE: As of August 31, 2012, actual revenues to date were **17.5%** and actual expenditures to date were **11.59%** of the revised budget to date.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Reports from Administration and Governance Groups

ACTION: None

Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. *Speakers are limited up to two minutes each.*

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association
Associated Student Government of SC
Associated Student Government of IVC



IRVINE VALLEY COLLEGE

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TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President *GR*

DATE: September 12, 2013

SUBJECT: **President's Report for the September 23, 2013 Board of Trustees Meeting**

Irvine Valley College Honored As Safe Campus

Irvine Valley College was recently ranked 12th in the nation and 3rd in California for the safest community college by StateUniversity.com. Of the three community colleges ranked, two are in northern California. IVC ranks first in Orange County. The campus crime statistics are compiled from crime reports submitted by college/university law enforcement between January 1 and December 31, 2012. College safety ratings are based on campus crime and can be a useful tool in evaluating a college or university, along with community information and data provided by local organizations and area law enforcement.

Veterans Services Center Dedication Ceremony

On August 30, IVC held a ribbon cutting ceremony in front of the IVC Veterans Services Center on the Student Services lawn. IVC welcomed student veterans, faculty and staff, a large delegation of local, state and regional elected officials, including representatives of the South Orange County Community College District, and community and veterans organizations. Following the ribbon cutting, guests were invited to tour this unique space dedicated to supporting IVC's active service members, veterans, and military dependents. The official dedication ceremony which began at 11 a.m. was moved to the Performing Arts Center due to the heat. Vice President of Student Services Dr. Linda Fontanilla served as the Master of Ceremonies. The Irvine Police Honor Guard presented the colors, IVC Student Veteran Gabrielle Cobos sang the National Anthem, and IVC Student Veteran Susan Koh led the Pledge of Allegiance. IVC President Glenn Roquemore presented the welcome and introductions and the Irvine Valley College Wind Symphony Brass & Percussion Ensemble performed U.S. Military Medley under the direction of Dr. Stephen Rochford. Welcome remarks were made by Nancy Padberg, President, Board of Trustees, South Orange County Community College District and Gary Poertner Chancellor of the South Orange County Community College District. Speakers included: Manuel Baca, President Board of Governors California Community Colleges and Professor of Government Rio Hondo College; Robert V. "Bobby" McDonald, Chair, Black Chamber of Commerce Orange County and Chair, Orange County Veterans Advisory Council and former member Board of Governors California Community College; and Advait Thampi, IVC Student Veteran. The Irvine Chamber of Commerce facilitated the ribbon cutting ceremony and the Irvine Exchange Club hosted a post-event luncheon.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: William O. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast III, James R. Wright
Gary L. Poertner, Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

An Equal Opportunity Institution

Wells Fargo Donates \$50,000 to the Irvine Valley College Foundation

As part of the Veterans Services Center dedication, the Irvine Valley College Foundation was presented a \$50,000 grant to support the Irvine Valley College Veterans Services Center by Ben Alvarado, Wells Fargo's Orange County Community Bank Regional President and Wells Fargo Bank Vice President and Foundation Director, Jack Toan.

IVC Music Major Bill Clyne Wins Prize

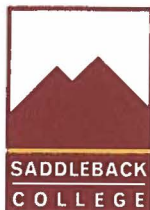
Bill Clyne, a former composition student at IVC who studied with Dr. Daniel Luzko, won second prize in the Corpus Christi Choral Composition Contest with his piece "Love Song to Language: A Rhapsody for Chorus and Piano." The piece will be performed on October 22, 2013 by the Corpus Christi Chorale.

Distinguished Lecture Series Held

On Friday, September 6, IVC held its DALs (Distinguished Academic and Lecture Series) presentation featuring comics writer theorist Scott McCloud on the PAC Main Stage. The presentation covered topics pertaining to comics as related to culture, storytelling, media, and visual communication. Some of McCloud's works include non-fiction books such as *Understanding Comics* (1993) and *Making Comics* (2006); his fictional works include: *Zot!* (1984-1991) and *Destroy!!* (1986). McCloud also lectures and designs lessons for schools and comics events around the globe.

September 11 Commemoration

Irvine Valley College marked the commemoration of the twelfth anniversary of 9/11 on Wednesday, September 11, from noon to 1 p.m. in the IVC Performing Arts Center. Guest speakers included Orange County Assistant Sheriff Mark Billings, Orange County Fire Authority Chief Keith Richter, and Irvine Police Chief David Maggard, Jr. IVC music professor Matthew Tressler performed "God Bless America." The observance included a moment of silence in commemoration of the lives lost on this day.



SADDLEBACK COLLEGE

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TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for September 23, 2013 Board of Trustees Meeting

A new, unprecedented partnership that helps prepare high school students for the rigors of college coursework has been approved by Saddleback College and Capistrano Unified School District (CUSD). The High School Partnership Plan (HSPP) was formally adopted through a Memorandum of Understanding between Saddleback College and CUSD. HSPP is a comprehensive effort to improve first-year college student preparedness and success and provides recommended steps for high school students as well as suggested roles for the college, high school, student, and parents or guardians in support of a student's chosen pathway. The centerpiece of the program is the Gaucho Guarantee, which states that high school students who follow all of the recommended steps will have the tools to achieve success whether they seek to attend college, enter the workforce, join the military, or pursue any other pathway after high school. A similar MOU with Saddleback Valley Unified School District will soon be announced.

The President's Annual State of the College breakfast will be held on Thursday, September 26th at 7:30 a.m. in SSC 212. The annual event is an opportunity for business and community leaders to learn about recent college news, including the president's top ten priorities in his state of the college report. Several local elected officials will be in attendance, including Dave Leckness of the City of Mission Viejo, as well as representatives from the Office of Congressman Darrell Issa and the Office of Assemblywoman Diane Harkey.

Saddleback's September 11th commemoration ceremony was held on Wednesday, September 11th at noon at the Saddleback College Veterans Memorial. The ceremony was led by Deputy Police Chief Jim Pyle, and speakers included Terry Scort, Battalion Chief of the Orange County Fire Authority, and Dustin Ardolf, United States Marine Corps veteran and a student at Saddleback College. Erin Long, Senior Administrative Assistant for student development, sang the national anthem.

Saddleback College and Irvine Valley College have signed a landmark Memorandum of Understanding (MOU) with the United States Department of Veterans Affairs (VA) to provide VetSuccess on Campus (VSOC) services to help veterans succeed in college and transition to employment in the civilian workforce. The partnership makes Saddleback College and Irvine Valley College two of fewer than 100 colleges nationwide to offer VSOC services. The colleges will continue to provide services for veterans and will host an experienced VA vocational rehabilitation counselor to assist students in achieving their educational and career goals through VA's Post 9/11 GI Bill and other education benefit programs.

Supporting this effort will be faculty and staff at the Saddleback College Veterans Education and Transition Services (VETS) Center, the Irvine Valley College Veterans Services Center, VA Vocational Rehabilitation and Employment Services, and VA Vet Center programs. Due in large part to a collaborative district-wide advocacy effort to enhance support services for returning military, the

colleges of the South Orange County Community College District were sought out to host such a program. This will add to the colleges' existing and highly regarded veterans services programs.

Under the MOU, Saddleback College and Irvine Valley College will share one full-time VA vocational rehabilitation counselor, who will work directly with student veterans and their dependents. In addition to providing assistance in the transition to student life, the VA personnel will maintain close relationships with local VA Vet Centers and VA medical facilities and can refer student veterans for medical services and provide assistance for students who are applying for VA medical and nonmedical benefits.

Within this ground-breaking agreement, Saddleback College and Irvine Valley College will provide use of office space for VA personnel to provide services and assistance, inclusion of vocational rehabilitation counselors in new student programs, employment assistance, financial aid and service referrals, connection with psychological counseling and health services, services for students with disabilities, learning assistance, and expertise to VA on college student development and the college student experience. The VA vocational rehabilitation counselor will work in tandem with the colleges' existing full time faculty veterans counselors to ensure each veteran coming to our district has access to every available service and an opportunity for academic and career success.

Office of Student Services

Saddleback College's Transfer Center hosted our biggest College Fair of the year with our annual Transfer Day on Thursday, September 19th. Over 80 colleges/universities attended. New first time participants were—University of Texas Austin and the University of Pennsylvania.

The Transfer Center took students to California State University, Long Beach for a campus tour on September 20th.

The Veterans Resource Fair will be held on Wednesday, September 25th.

TO: Chancellor Gary Poertner
Members of the Board of Trustees
FROM: Dr. Randy W. Peebles, Associate Vice Chancellor
DATE: September 11, 2013
RE: ATEP Report for the September 23, 2013 Board of Trustees Meeting

Demolition Update and Bell Avenue Planning

Demolition work continues at the ATEP site with equipment working to remove the ground level and below grade structures like foundations, pilings and grade beams. This phase of demolition is anticipated to be completed in the next two months. Planning for the next demolition phase is nearing completion, going to the city of Tustin and the Navy for approval before it goes out to bid. This demolition phase will remove four buildings which were a part of the recent land exchange and prepare the right of way for the construction of Bell Avenue by the city of Tustin. The roadway preparation demolition contract is targeted for completion by next summer or sooner, depending upon city and Navy approvals.



Chancellor's Council Update

Chancellor's Council members received an update report on ATEP progress this month. The report emphasized identifying next steps for progress, which included outlining the new planning needed for the land reconfiguration along with potential partner identification. District Services will manage ground lease partners with our commercial real estate broker, CB Richard Ellis, Inc. Potential academic partners will be managed and coordinated by the colleges' vice presidents of instruction. The colleges should continue working to identify and develop programs for future assignment to the ATEP site.

IVC ATEP Update and Meeting

Debra Fitzsimons and Randy Peebles met with Irvine Valley College's vice president of instruction, Craig Justice, and acting dean of instruction and workforce development, Barbara Blanchard, to discuss next steps in the development of ATEP. Protocol and procedures to identify and work with potential future partners, academic and commercial lease were also discussed. It was noted that the delay in the transfer of the LIFOC property by the Navy will have an impact on the timeline and planning for the ATEP site.

Next Steps for Planning

A scope of work and RFP for the district's planning architect for the recently reconfigured ATEP site in Tustin is being prepared for bid proposals later this fall with planning sessions running through the spring term.

ATEP Site Fencing

To insure the security of the reconfigured ATEP site, some fencing has been relocated or removed clearing unneeded fencing to make way for current and future demolition efforts. The removal of the green screening on fences will assist Tustin and IVC police officers to observe, secure, and protect the property.